

Tyler Technologies MUNIS® Release 2003.01
August 2003

Financials
Payroll & Personnel



enhancements

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08/2003
Enhancement Release 2003.01



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Payroll & Personnel

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INTRODUCTION

Enhancement Menu Changes for 2003.01

The following is a list of menu changes. Rather than reloading the MUNIS® menus, you can use this list to make customized menu changes.

- CT CAMA Import/Export except for new option on menu “tatacert”.
- Site Specific Menu except for new option on menu “tmamain”.
- NY Tax Billing System except for new option on menu “tnymain”.
- VA Tax - Property Maintenance & Report except new menu “tvacama”.

Action	Menu Name	Menu Description	Program Name	Program Description	Menu Option	Work Order
New program	apaux	Auxiliary Programs	apaplock	AP Lock Maintenance	C	mn45299
			apappolk	Open Purchase Order Locks	D	mn45299
New program	tnycnty	County Property Processing	arnycpay	County Property Payments	J	mn46625
New program	beproc	Commitment Processing	beimport	Import Boat Master File	J	mn45365
New program	blrep	Collection Activity Reports	blcolrpt	Business License Report	A	mn42389
Menu change	apvdr	Vendor Table/Reports Menu	apspec	AP Site Specific Menu	J	mn47621
New menu	apspec	AP Site Specific Menu	appsnyim	NY-1099 Rent Assistance Import	A	mn47621
New program	arsite	Site Specific Processes	armaspay	Process Mass Payment File	F	mn47383
Menu change	bgmain	Budget Processing	spmaudit	Budget Audits (Param D)	O	mn44445
New program	blproc	License Processing & Reports	blmstlst	Business Master Report Collection Activity	L	mn42389
Menu change			blrep	Reports	M	
New			blrenewl	License Renewal	N	

Introduction – Menu Changes for 2003.01

program				Notices		
New Menu	blrep	Collection Activity Reports	blcolrpt blgrscol	Business License Report Gross Receipt Report	A B	mn42389
Menu change	faproc	Fixed Asset Processing Menu	glcjeent faspec	FA General Journal Entry (Param F) Site Specific Functions	J K	mn45176
New program	gbspec	Site Specific Functions	gbpsinim	Windsor CT - Landfill Import	C	mn43626
New program	glstatga	Georgia State Reports	glgaaudf	Annual Financial Audit File	B	mn19624
Menu change New program New program	piproc	Processing	pilapex pidenial pigeninv	Laptop Import/Export Denial Maintenance Invoice Generation/Maintenance	I J K	mn44272 mn44921 mn43947
New menu	pilapex	Laptop Import/Export	piexport piimport piinexpt piinimpt	Export From Server Import To Laptop Export Inspections From Laptop Import Inspections To Server	A B C D	mn44272
Menu change	pirpts	Reports	piinhrpt	Inspection Report (renamed)	D	n/a
Menu change New program	pmemprn	Employee Training	pmtrnrpt pmtrnhp	Training Forecast Report (renamed) Training Hours Completed Rpt	G H	mn45580
Menu change	pmmain	Personnel Processing	pmenroll	Benefits Enrollment	G	mn45316
New menu	pmenroll	Benefits Enrollment	pmenrsec pmenrded pmenrres pmempenr	Enrollment Section F/M Enrollment Choices F/M Enrollment Restrictions F/M Employee Enrollment	A B C D	mn45316 mn45317 mn45318 mn45319

Introduction – Menu Changes for 2003.01

				F/M		
New program	pobdq	Bid Management	spmaudit	BQ Changes Audit (Param B)	I	mn40142
			bqupdate	JCPS Nightly Catalog Update	J	mn44423
Menu change	premp	Employee Maintenance/Reports	prchgdat	Payroll Global Date Change (renamed)	M	mn44429
New program	prendper	End Of Period Processing	prearllv	Early Teacher Leave Payout	V	mn45413
New program	priowa	State of Iowa	priafprs	IA MFPRSI Qtrly Rept/Mag Media	C	mn44194
Menu change	prnewyor	State Of New York	prnydisa	NY Quarterly Disability Report (Renamed)	D	mn46875
New program			prnynhir	NY New Hire Report/Mag Media	K	mn44602
New program	prw2c	W-2 C Programs	prw2cmag	Create Magnetic Media	G	mn45594
Menu change	tatacert	Certificate Processing	tetcama	CT CAMA Import/Export Menu	N	mn47621
New program	tmaactl	Actual Taxes Menu	tmaapchg (inserted)	Apply Charge	J	mn45227
New program	tmabprep	Assessor Processing & Reports	tmawksht (inserted)	CAMA Worksheet	C	mn46847
Menu change	tmamain	Tax Billing System	txspec	Site Specific Menu	K	mn47621
Menu change	tmaprlm	Preliminary Taxes Menu	tmaapchg	Apply Charge	B	mn45227
Menu change	tmdbaux	Billing Auxiliary Programs	spformdf	Forms Definition F/M	P	n/a
New program	tnybills	Bill Processing	tnydbfmt (inserted)	District Budget F/M	G	mn41980
New program			txtxcalc	Tax Calculation	K	mn45227
New program			(inserted)	Service Co	R	mn46384
New program			txsrveiu	Export/Import		
Menu change	tnymain	Tax Billing System	tnycproc (inserted)	Collector Processing	D	n/a
			tnycrpt	Collector Reports (renamed)	F	n/a

Introduction – Menu Changes for 2003.01

Menu change	tnycmain	New York County Tax	tnycotwn	Town/School Processing (renamed)	B	n/a
New program	tnycnty	County Property Processing	arnycpay (replace existing)	County Property Payments	J	mn46625
Menu change	tnycotwn	Town/School Processing (renamed)	tnybilim	Delinquent Bill Import	K	n/a
Menu change	tnyprop	Property Maintenance	tnyrpsim	RPS160 Import	D	n/a
Menu change	tvabprep	Property Maintenance & Report	tvacama	VA CAMA Import/Export Menu	J	mn47621
New program	tvamvment	Motor Vehicle Processing	mvadcrll	Decal Roll Over	K	mn44366
Menu change	tmamain	Tax Billing System	txspec	Site Specific Menu	K	mn47621
Menu change	ubsite	Site Specific Processes	ubilmenu	Illinois	D	mn47621

Enhancement Format

The enhancements are made up of four main sections:

1. Work order/enhancement number and brief description.
2. Overview. This is used to give a broad view of what was changed and, if there is more than one program listed, what effect it may have across all the programs. **Note:** For smaller enhancements, this part of the format may not be present.
3. Program name(s). For a given enhancement there may be several programs listed in this section, or only one, depending on the scope of the enhancement. Each of these programs will have a description (see 4, below), describing how the enhancement has modified the program.
4. Description of how the enhancement affects the programs listed in section 3 (above). These explanations may include one or all of the following: a description of the modifications, instructions for use of the new modifications, and screen shots of the effected program or functionality.

The index at the end of the enhancement document now lists changes by program name. If you prefer, you can print out the index and go through the enhancement document by program name.

1. The Work Order number and a brief sentence about the change(s).

2. Overview of the entire enhancement.

3. The program name and call name. There can be multiple programs, each with their specific explanation beneath the Overview.

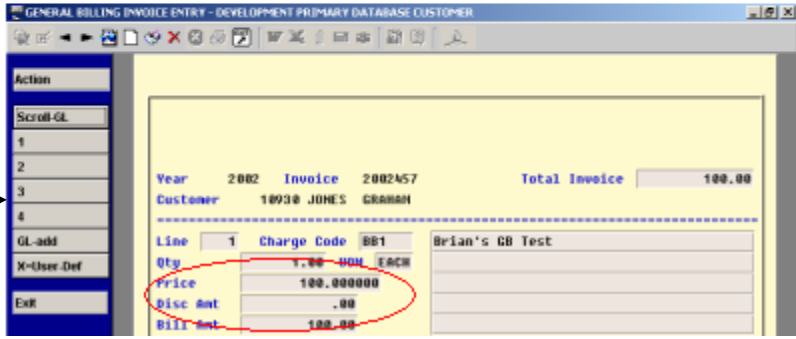
4. The explanation of the enhancement for that particular program. This explanation can include screen prints, diagrams, steps to follow, etc.

mn40008 – Entry of a negative (credit) invoice

Multiple programs have been changed to allow for a credit (negative amount) invoice.

General Billing Invoice Entry (gbinvent)

Formerly, under 2scr, you were required to enter a positive amount in the “Price” field. Now, a negative amount is permitted. **Note:** An invoice must contain all positive bill detail lines or all negative bill detail lines. That is, if a bill has a positive line amount, then a second line cannot be negative. Similarly, if a bill has a negative line amount, then a second line cannot be positive. There is no entry to discount amount if the line is a credit.





FINANCIALS

Accounts Payable

mn43109 – New sort option

Vendor Invoice Lists (apinvlst)

When selecting *Rpt-options*, option “8”, “Vendor name, check” has been added. Select this option for the report to sort invoices by vendor name then check number. **Note:** For options 7 and 8, only invoices that have check numbers are printed.

Rpt-options screen

Report sequence

- 1) Vendor, invoice
- 2) Vendor name, invoice
- 3) Voucher, vendor, invoice
- 4) PO, invoice
- 5) Warrant, vendor, invoice
- 6) Warrant, vendor name, invoice
- 7) Check, invoice
- 8) Vendor name, check

Report title

Double space the report

mn43189 – Output now performed on prepaid invoices

Enhancements to the FINANCIAL Modules

Accounts Payable

Vendor Warrant List (apwarrnt)

This program has been modified so that a successful *Output* can be performed if all invoices in the find set are prepaid.

mn43536 – “File Type” field added to determine deposit account

EFT Register/Media (apeftran)

A new field “File Type” has been added to the main screen.

The screenshot shows the 'EFT REGISTER/MEDIA' window with the following fields and values:

Field	Value
Cash Account	010
Warrant	10100
Company Name	MUNIS
Company Bank Code	BNK
Company Descriptive Date	05/27/2003
Company Discretionary Data	
Company Entry Description	1
Customer Checking Account #	
Reference Code	
Tax ID	000000001
Origin/Sending #	1
Transit/Routing #	21127001-4
Origin/DFI Ident	
Batch Number	0
Effective Date	05/27/2003
EFT Records	1.00
File Name	1
Debit entry	<input type="checkbox"/>
Use Origin/Send #	<input checked="" type="checkbox"/>
Include Line Feeds	<input type="checkbox"/>
File Type	CCD

The options for this field are “CCD” (Cash Concentration or Disbursement for commercial accounts) or “PPD” (Pre-Arranged Payment or Deposit for personal checking or savings accounts).

- Select “CCD” if the records are to be deposited to commercial accounts.
- Select “PPD” if the records are to be deposited to personal checking or savings accounts.

Note: Whichever type is selected, the file structure and format are the same. Columns 51-53 on report “5” batch header record contains either “CCD” or “PPD” depending on file type specified.

mn43739 – New field added to *Mag-Media* screen

Check Reconciliation (apchkren)

Under the *Mag-media* screen, a new field “Include printed/EFT/both” has been added. Choose one of the following three options to define what is printed on the report:

- “P” – Use to output printed checks only.
- “E” – Use to print EFT checks only.
- “B” – Use to output both printed and EFT checks.

Note: Choose option “B” for the program to work as it did previously.

***Mag-media* screen**

CHECK RECONCILIATION - *** MUNIS 2003 New Gui Database ***

OK
Help
Cancel

Batch number

Cash account 010 10100 CASH
Check date range 12/18/1997 to 12/18/1997
Include cleared checks Y
Include printed/EFT/both
Include voids Y
Include wires Y
New check set Y MUNIS STANDARD - LONG FORMAT
Output format SL MUNIS STANDARD - LONG FORMAT
Output file name Report
Bank number
Bank account 12
With Line Feed Y

Include printed checks only, EFT only, or both (P/E/B) NUM OVR

mn44217 – Two sorting options now available with new side menu option

Automated Checks (apchecks)

A new side menu option, *Sort method* has been added to the main screen to choose from 2 different sorting methods.

AUTOMATED CHECKS - *** MUNIS 2003 New Gui Database ***

Side Menu: Action, Print-options, Chg-check, Align, Rerun, Men single, **Sort method**, Exit

Main Fields:

- Cash account: 010, 10100
- Warrant:
- Check date: 04/07/2003
- Checks: ☐ EFT, ☒ Printed
- First check number: 225148
- Check format: M, LASER CARTRIDGE FORM W/SIGNATURE, Laser Format: 1
- Maximum invoices printed per check: 20
- ☐ Print invoice comment on stub
- ☐ Include greater than maximum invoices printed per check
- ☐ Print separate remittance advice for multiple GL accounts
- Number of invoices:
- Number of checks:
- Amount of checks:

Bottom: Choose invoice sort method, by amount or invoice number. NUM OVR

When selected, the following popup box displays:

Sort invoices by:

- A - Invoice dollar Amount
- N - Invoice Number

Current method is A - Amount.

OK

1. Choose "A" to sort invoices by the invoice dollar amount.
2. Choose "N" to sort invoices by invoice number (useful if processing credit memos).

Please note the following:

- If the sort method is changed, the *Sort method* option must be defined before selecting *Print-options* to establish the new sort order.
- The sort order defined is the new default the next time the program is accessed.

mn44269 – Spooling/printing functionality exists for check formats “X” and “L”

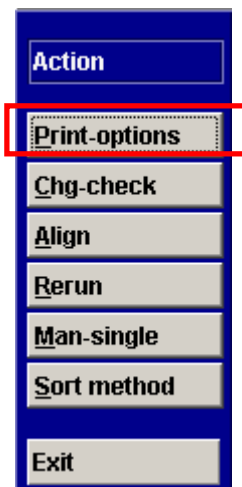
Automated Checks (apchecks)

This program has been modified so that an advice list can be printed for check formats “X” and “L” in “EFT” method. **Note:** Similar to the “PRINTED” check process, format “L” can be spooled and format “X” can be printed or spooled.

mn44968, mn45440 – Check format field can be overridden

Automated Checks (apchecks)

The “Check format” field can now be modified in this program by selecting the *Print-options* side menu option (see next page).

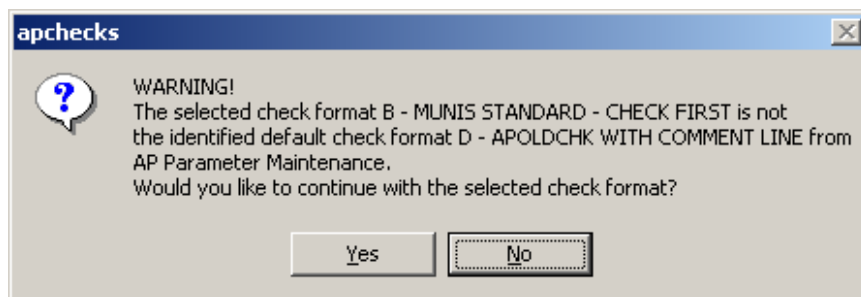


Enhancements to the FINANCIAL Modules

Accounts Payable

Click the in-field Help button or use *Help* from the Toolbar to view a list of check format options.

Note 1: If the check format is changed and is not the default check format option defined in the A/P Parameters program, the following warning message displays each time the check format is different from the default check format:



Click “Yes” to keep the current check format. “No” changes the check format back to the default format in the A/P Parameter Maintenance program.

Note 2: The updated check format option is the new default until changed.

mn44985 – New field “Form ID” added to use customized forms

Vendor 1099-G Processing (ap1099gp)

Vendor 1099-INT Processing (ap1099in)

Under the *Forms* option, the field, “Form ID” has been added. Use this field to enter a customized form ID. *Help* is available. This field may be especially helpful for clients that need to duplicate and modify the standard form due to printer incompatibilities. See below for screen examples:

Vendor 1099-G Processing screen

The screenshot displays the 'VENDOR 1099-G PROCESSING' window from the MUNIS 2003 New Gui Database. The window has a blue sidebar on the left with buttons for 'Action', 'Define', 'Align', and 'Exit'. The main area is yellow and contains the following fields and options:

- Payer data:**
 - EIN: [text box]
 - Name: [text box]
 - Addr: [text box]
 - City: [text box] State: [text box] Zip: [text box]
 - Telephone number: [text box] - [text box]
- Print sequence:**
 - ☐ Vendor name
 - ☐ Zip code/Vendor name
- Form ID:** [text box] [text box] (This field is highlighted with a red rectangular box)

At the bottom of the window, there is a status bar with the text 'Define printing of 1099-G forms.' and two buttons labeled 'NUM' and 'OVR'.

Vendor 1099-INT Processing screen

VENDOR 1099-INT PROCESSING - *** MUNIS 2003 New Gui Database ***

Action
Define
Align
Exit

Payer data:
EIN
Name
Addr
City State Zip
Telephone number
First state number: Code ID
Second state number: Code ID
Print sequence ☐ Vendor name
☐ Zip code/Vendor name
☐ Print DBA name on 1099 forms
Form ID

Define printing of 1099-INT forms. NUM OVR

mn45021 – Spool file is now automatically created

Automated Checks (apchecks)

This program has been modified so that when exiting the program, a spool file remittance is automatically created when the following check types are printed:

- all checks have a status of “P”rinted;
- the “Include greater than maximum invoice printed per check” is selected;
- the number of invoice line items on a warrant is greater than the maximum invoices (“Maximum invoices printed per check” field) for the selected check format.

Note: The spool file can be accessed through the Print Spool F/M program.

mn45457 – Modification to “Print” settings for easier report selections

Check Reconciliation (apchkren)

Enhancements to the FINANCIAL Modules

Accounts Payable

The default settings for the “Print” options (under the *Reports* side menu option) have been modified for the following scenarios, for easier report selection:

- Scenario 1 - If printing the report by “Cash Account Range”, “Check Date Range” or “Batch Range”: The “Void Checks” and “Cleared Checks” options default as unchecked. The “Uncleared Checks” option defaults as checkmarked (see below).
- Scenario 2 - If printing the report by “Outstanding Date”: There is no access to the “Print” options (see page 20).

Reports screen – Scenario 1

CHECK RECONCILIATION - * MUNIS 2003 New Gui Database *****

OK
Help
Cancel

Select by

- ☐ Cash Account Range
- ☐ Check Date Range
- ☒ Batch Range
- ☐ Outstanding Date

Print

- ☐ Void Checks
- ☐ Cleared Checks
- ☒ Uncleared Checks

Include

- ☒ Printed Checks
- ☒ Manual Checks
- ☒ Wire Transfer

Cash account/check range

_____ to _____

Check date range

_____ to _____

Batch range

0 to 99999

Cash account

Outstanding as of date

Print every 1 record

☐ Include Void Checks in the Output?

NUM OVR

“Batch Range” selected: “Void Checks”, “Cleared Checks” default as unchecked and “Uncleared Checks” defaults as checkmarked.

Reports screen – Scenario 2

CHECK RECONCILIATION - *** MUNIS 2003 New Gui Database ***

OK
Help
Cancel

Select by
☐ Cash Account Range
☐ Check Date Range
☐ Batch Range
☒ Outstanding Date

Print
☐ Void Checks
☐ Cleared Checks
☐ Uncleared Checks

Include
☒ Printed Checks
☒ Manual Checks
☒ Wire Transfers

Cash account/check range
010 10100 to 010 10100

Check date range
 to

Batch range
 to 0

Print every 1 record

Outstanding as of date 06/18/2003

Include Printed checks in the output? (Y/N)

NUM OVR

“Outstanding Date” selected:
No access to the
“Print” options.

mn46131 – Output format added for Central Carolina Bank.

Check Reconciliation (apchkren)

On the *Mag-media* screen, an output format for “CCB” (Central Carolina Bank) has been added (see below).

Enhancements to the FINANCIAL Modules

Accounts Payable

Mag-media screen

CHECK RECONCILIATION - *** MUNIS 2003 New Gui Database ***

Exit

Batch number

Cash account 010 10100 CASH

Check date range 12/18/1997 to 12/18/1997

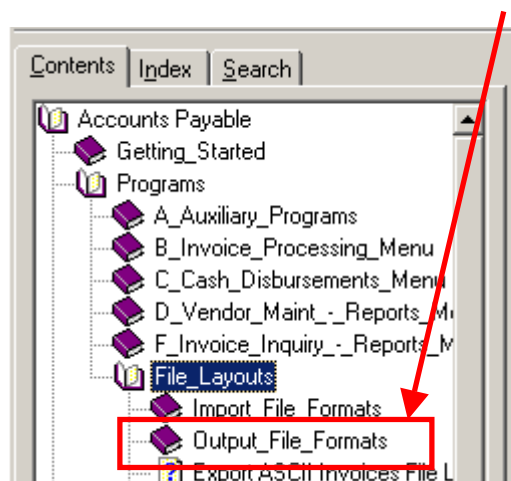
Include closed checks

VALUE	DESCRIPTION
BOA	BANK OF AMERICA
C	CHEMICAL BANK
CB	CHASE BANK
CCB	CENTRAL CAROLINA BANK
E	EUROPEAN AMERICAN BANK
F	FLEET BANK
H	HUDSON UNITED BANK
K	KEY BANK
M	CHASE MANHATTAN BANK
N	THE BANK OF NEW YORK

Re-Order Find Next 2000 Prev 2000 Select Exit

NUM OVR

To view the file layout for this format, please refer to the Accounts Payable User Manual – ‘Output File Formats’ topic.



mn46366 – Invoices are not split between pages

Note: This enhancement applies only to sites that use GBF for invoice processing.

Invoice Entry/Proof (apicdent)

This program has been modified so that invoices are no longer split between multiple pages.

mn46613 – Report prints in sort order

Cash Disbursements Journal (apcshdsb)

The sort functionality in this program has been modified to print the report in the order of:

- org
- object
- project
- check number

Bid Management

mn40142 – New audit program for Bids module

BQ Changes Audit (spmaudit)

This program is located:

MUNIS Main Menu

C) Purchasing Menu

D) Bid Management

I) BQ Changes Audit

Use this new program to display, print or spool Bid Management audit records.

The screenshot shows a software window titled "BQ CHANGES AUDIT - *** MUNIS 2003 New Gui Database ***". The window has a standard Windows-style title bar and a toolbar with various icons. On the left side, there is a blue vertical sidebar with two buttons: "Action" and "Exit". The main content area has a yellow background and contains several labeled input fields for search criteria: "Key", "Key 2", "Record Type", "Change Date", "Change Time", "User ID", "Action", "File", "Field", "Old Value", and "New Value". At the bottom right of the window, there are two buttons labeled "NUM" and "OVR".

Field	Description
Key	Displays the catalog number.
Key 2	Displays the catalog short name, if applicable.
Record Type	Displays the type of record.

Enhancements to the FINANCIAL Modules

Bid Management

Change Date...Time	Displays the date and time of activity.
User ID	Displays the MUNIS user who took action on the record.
Action	Displays the action.
File	Displays the program name of where the action occurred.
Field	Displays the action.
Old Value	Displays the old catalog value.
New Value	Displays the new catalog value.

Note: Depending on the transaction performed, these fields are changed accordingly.

In addition, audit records are now created throughout multiple programs within the Bid Management module:

Create Bid/Catalog Master (bqcatbld)

When a catalog is added, updated or deleted, an audit record is displayed in the BQ Changes Audit program:

Enter Requested Quantities (bqcatord)

When adding or deleting a record, an audit record is displayed in the BQ Changes Audit program.

Enter Vendor Bid Prices (bqcatbid)

When adding a record, an audit record is displayed in the BQ Changes Audit program.

Catalog Conversion to PO's (bqcatpur)

When a PO is created, an audit record is displayed in the BQ Changes Audit program.

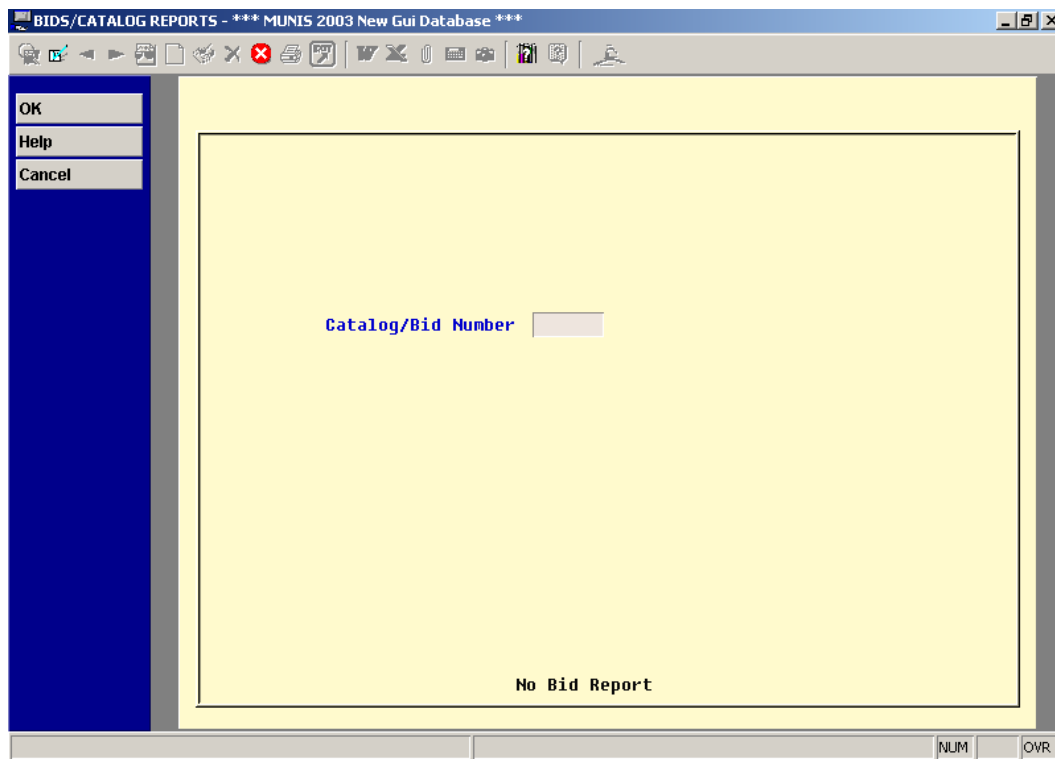
mn43796 – New report called “No Bid Report”

Overview: This report can be found in the Bids/Catalogs program, option J.

No Bid Report (bqcatrep)

A new report, No Bid Report, has been added to the Bids/Catalogs program. Use to create a report that displays all the commodities that have no vendor bids associated with them. Enter the catalog number desired. The report displays one page per department. **Note:** This report is similar to the Who Ordered What report (option I.) except it does not have “Vendor” or “PO Issued” report headers.

No Bid Report



mn43815 – New field and modifications to report

Bid/Catalog Reports (bqcatrep)

The Department Ordering Catalog (option A.) has been modified with a new field option, "Print line of dashes after each commodity description".

Enhancements to the FINANCIAL Modules

Bid Management

BIDS/CATALOG REPORTS - *** MUNIS 2003 New Gui Database ***

Action

Define

Exit

Catalog/Bid Number 100

☒ Double space after each commodity description

☒ Print line of dashes after each commodity description

Department Ordering Catalog

Define a range for reporting. NUM OVR

Check mark this option to have each commodity separated by a dashed line on the report.

Commodity	Description	UOM	Budget
100	Office Supplies		
100-001	Pens	Doz	16.75
100-002	Pencils	Doz	4.55
100-003	Staples	Case	3.56

In addition, a line is displayed under the “Quantity” column on the report for each commodity. This is useful for sites that write in quantity amounts.

UOM	Budget	Quantity
-----	-----	-----
Doz	16.75	_____
Doz	4.55	_____
Case	3.56	_____

mn44423 – Multiple enhancements to bid/purchasing programs

Overview: Major functionality has been added to multiple programs that serves 2 main purposes: 1) Multiple vendors can be awarded items on a bid and 2) Restrictions can be added to the usage of specific vendors or when changing purchasing data initially entered on the bid.

Several additional enhancements are described below:

Commodity Code File Maintenance (pocommnt)

- The “Approved Vendors” button has been added to the main screen. This button can be selected when the specified commodity is a vendor bid item. Use to view approved vendors and add or remove vendors from the list, if desired.
- This program now prompts to update the commodity field when the inventory item is updated.

Create Bid/Catalog Master (bqcatbld)

Enter Requested Quantities (bqcatord)

Enter Vendor Bid Prices (bqcatbid)

The side menu option *Catalog Notes* has been added to these programs. Use to enter/browse any notes within a specified catalog.

ID Code Permissions (spidcode)

The purchasing screen (option G) has been modified to include the following new fields:

- “Enforce Bid Defaults” – If set to “Y”, users are restricted to using only awarded vendors and no information can be changed.
- “Add NY PO's or Req's only”. If set to “Y” in this program and in the PO Parameter Maintenance program, only next year requisitions and purchase orders can be created.

Inventory Item File Maintenance (initmmst)

For any updated commodity codes, this program displays a prompt whether to update the item number on the commodity.

JCPS Nightly Catalog Update (bqupdate)

This is a specific program for Jefferson County. It is used to close catalogs that have expired, award active catalogs, and to update the bid item fields on commodities. It uses the effective date range and the status on the catalog to check whether a catalog has expired or whether it needs be opened.

PO Maintenance (pomaintn)

Purchase Order Entry (poentpst)

Requisition Entry (rqentpst)

These programs have been modified to use the “Bid Enforcement” field setting so that if set to “Y”, only awarded vendors can be used. In addition, any information previously entered on the bid cannot be changed (unit price, discount, etc.).

Post Awards (bqpstawd)

This program now updates each commodity code bid item field to “Y”. This field is used in conjunction with the “Bid Enforcement” field setting.

Bid/Catalog Reports (bqcatrep)

Vendor Award Maintenance (bqcatawd)

- The side menu option *Catalog Notes* has been added to the Vendor Award Maintenance program. Use to enter/browse any notes for a specific catalog.
- The ability to have several vendors awarded to a specific commodity has been added. In the Bid/Catalog Reports program, option F (Awarded Item List) the field “Include secondary vendors on report” has been added. When selected, a status of “S” (secondary) is used for reporting. Secondary vendors are considered awarded and can be chosen by users who are under bid enforcement restrictions.

Budget

mn44396 – Multiple enhancements to Budget module

Overview: The following enhancements were made to multiple programs within the Budget module.

ID Code Permissions (spidcode)

The field “Balanced budget amends only?” has been added to option B. General Ledger. When set to “Y” for a specified MUNIS user, only balanced budget amendments can be entered in the Budget Amendment Entry program.

The screenshot shows a window titled "ID CODE PERMISSIONS - *** MUNIS 2003 New Gui Database ***". On the left is a blue sidebar with buttons: "Action", "GL Acct Restr", "9=ChgHist", and "Exit". The main area has a yellow background. At the top, it says "General Ledger". Below that are input fields for "User Code", "Short Name", and "Long Name". A section titled "Accounting Permissions:" contains two columns of checkboxes. The checkbox for "Balanced budget amends only?" is highlighted with a red rectangle. Other checkboxes include "Account General Maintenance?", "Account Amount Maintenance?", "Account Fund/Org Use Restrictions?", "Available Budget Override?", "Accounting Period Override?", "Update own J/E?", "Update other user's J/E?", "Budget object restrictions?", "G/L Account Entry Method?", and "DT/DF Default Fund". At the bottom, there is a status bar with the text "User restrictions by G/L program." and buttons for "NUM" and "OVR".

Budget Amendment Entry (bgamdent)

The side menu option, *Quick Entry* has been added. Use to view or enter multiple budget amendment lines. No more than 2000 lines can be processed. Comments may be added by selecting <Ctrl-N> in the “I/D” field. If comments exist, use the side menu option *Comment* to view.

Budget

BUDGET AMENDMENT ENTRY - *** MUNIS 2003 New Gui Database ***

Action

Line

Summary

Quick Entry

Exit

2003 01 4 Ref: Desc: MUNIS Eff date: 07/08/2002

Unallocated Account: Amount:

LN	ORG	OBJECT	PROJECT	DESCRIPTION
1				
	01103000	490000		
	Utility Revenue			
	001-100-100-030-0-000-0-0-490000			Eff date 07/08/2002
	Interest			I/D I Amount 5.00

Quick Entry screen

[illegible]

In addition, the following change was made to the *Lines* screen:

- If the site uses lead accounts, when adding a new journal an option now exists to enter a lead account. This requires that each account entered exists in the lead account's rollup group. No entry can be made to reduce the lead account's revised budget below zero.

The lead account's revised budget is updated for each line during *Add*, *Delete*, or *Update*. Lead account information displays at the top of the *Lines* screen.

Budget Rollup Maintenance (glbudrup)

Changes to program:

- The “Fiscal Year” and “Program Code” fields have been added. Please note: A rollup group is now defined as a rollup code, fiscal year, and program code combination. Accounts cannot exist more than once for a given fiscal year or program code.
- The Mass-create option has been updated to perform with the fiscal year and program code modifications listed above.

Next Year Budget Entry (bgdeptry)

Note: If your site does not use lead accounts, this program functions as it did previously.

Please see changes below that are now in effect if using lead accounts:

- If a user has access to more than one rollup group, if the find set of records contains more than one group of accounts, no updates are performed to accounts in the second group. All accounts within the first rollup group can be updated successfully.
- The org, object and project for the lead account is not displayed on screen.
- The projection totals at the bottom of the main screen currently hold the total of the requisition amount for the working bud level for all accounts in the find set. If the current find set doesn't contain all accounts in the rollup group the “Sum Rollup” button can be used to view totals for all fields for all accounts in the rollup group.
- Ceiling Totals fields are used to indicate available allocation. The dollar amount reflects the available allocation from the lead account.
- When amounts are updated, the changed amount entered cannot be greater than the available allocation for the group within the *Amounts*, *Percent* and “Detail” options. Please note that the “Detail” screen does not show the available allocation amount.
- Any errors during update are not saved.
- Important! When using lead accounts, updates are performed on the current working budget level only. Updates cannot be performed on any other budget levels. However, when lead accounts are not in use, a user's budget level and all lower levels can be updated. **It is strongly recommended that only one budget level be updated at a time when using lead accounts.**

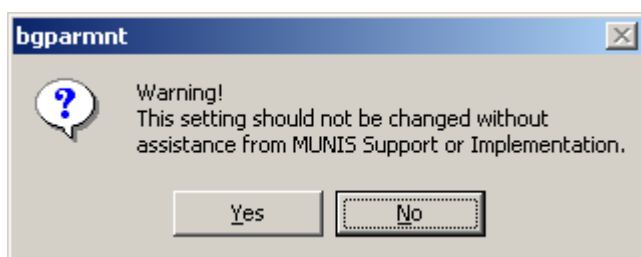
mn44445 – Biennial budget process added

Budget

Overview: MUNIS now has the ability to process a biennial (2 year) budget. Clients who have a biennial budget format can view the current year information and verify what is left over for the next year. Multiple program changes are listed below.

Budget Parameters Table (bgparmnt)

The fields “Biennial budgeting in use” and “Current budget year” have been added. Use these fields to have the current year of the budget process updated automatically as each new budget year is opened. Only level “5” users have access to these fields. When selecting the “Biennial budgeting in use” field, the following warning displays:



It is critical for clients to contact MUNIS Support or Implementation BEFORE setting this field.

G/L Account F/M (glmstmnt)

The next year original budget information can now be viewed through the *8-Future Yr* side menu option.

G/L Account Inquiry (glactinq)

The side menu option *2 Year Amts* has been added. For Expense and Revenue accounts, selecting this option displays a screen that shows the biennial budget information for the specified account.

Budget Completion Journal/Updt (bgcmpjnl)

This program has been modified so that a budget projection can be manually entered for the biennial budget process. This projection should contain dollar figures for both years of the projection. Information is provided below:

After the budget is posted, MUNIS auto-creates a 2nd year only budget projection and displays it as such. When a new budget projection is created, the value is automatically set to 1st year (represents both years of the budget). The 2nd year budget projection is created in Budget Completion Journal program and the value is set to year 2. When biennial budgeting is in the 2nd year, updates cannot be performed to any field of the projection for this year.

Define/Start Budget Projection (bgprojmt)

To use the biennial budget process, this program must be run every year. The program checks the biennial budget on the Parameter Maintenance program for which year budget is being posted (1st or 2nd).

When posting the first year of biennial budget projection, the program populates both the current year and next year original budget fields (using the amounts indicated or by default ½ to each year) and distributes the budgets over 24 months, or defaults 1/12 of each year in each month. After posting the projection, the program automatically creates an identical projection for the 2nd year. The program populates the final budget level for the projection records and includes any budget detail records that were marked as year 2. This projection is posted at the start of the second budget year. **Note:** No updates can be performed to the 2nd year budget projection. Any modifications to year 2 must be made through the Budget Amendment program.

When posting the second year projection, post as usual for an annual projection. However, for each account, the program calculates the difference between the budget for the prior year (first year of the budget cycle) and the amount spent. The program creates a budget amendment for this amount and posts it to the current year:

- The amendment is not distributed over all 12 monthly amounts. The entire amount is placed in period 1 of this 2nd year.
- While encumbrances are brought into the new year of the budget cycle, no budget dollars are brought forward (it will be taken out of the adjusted budget for year 2).

When finished processing the budget for either year, the program rolls the current biennial budget year appropriately.

Next Year Budget Entry (bgdeptrq)

For biennial budgeting, this program is inquiry only if the budget projection is for the 2nd year. Amounts entered on the main screen represent the 2-year request for the account.

The *5Year* menu option can be used to access the 2nd year figure (amount cannot exceed the total amount on main screen). This allows separation of year 1 and year 2 amounts.

- Example: If the NY 2 amount is non-zero, program displays the year 1 amount on the *5year* screen. If the NY 2 amount is zero, the biennial amount will be distributed ½ to the first year and ½ to the second by default.

Next Year Budget Reports (bgnyrpts)

Enhancements to the FINANCIAL Modules

Budget

All report definitions have been modified to print the original 2-year budget projection for the biennial budget cycle in the current Fiscal Year Projection column. For example, Report Definition 1 column headings are listed below:

2002 ACTUAL	2003 ORIG BUD	2003 REVISED BUD	2003 ACTUAL	2003 PROJECTION	2004 ADOPTED CHANGE	PCT
----------------	------------------	---------------------	----------------	--------------------	------------------------	-----


Fixed Assets

mn41901 – For asset depreciation, “Qty” column displays number of periods taken

Depreciate Assets (fadeprec)

When depreciating an asset and viewing the asset history (*9=Hist* option in the Adjustments & Retirements program), the “Qty” column now displays the number of periods taken in the depreciation. **Note:** The “Qty” column is used for multiple transactions that have quantities associated, therefore the column name remains unchanged.

***9=Hist* screen**



Date	Type	Comment	Qty	Amount	Reason
06/16/2003	ENTRY		1.00	4000.00	AA
06/16/2003	DEPR	Depreciation Processing	8.00	1166.64	DE

Value Change History Asset: 10

mn42321 – Assets can be depreciated by composite rate

Adjustments & Retirements (faadjret)

Depreciate Assets (fadeprec)

New Assets/General Maint (famstmnt)

Parameter Maintenance (faparmnt)

Sub-Class Code File Maintenance (fasubmnt)

In addition to the current “straight-line” depreciation, Munis can now depreciate assets based on a composite rate. The rate is set by sub-class. Two new methods of depreciation were created, monthly composite (3) and yearly composite (4).

For composite-rate, the unit of depreciation is calculated by taking a percentage of the depreciation principle.

Enhancements to the FINANCIAL Modules

Fixed Assets

- Monthly composite rate: $(\text{depreciation principle} * \text{the composite rate}/100) / 12$.
- For yearly assets: $(\text{depreciation principle} * \text{the composite rate}/100)$.
- If the rate is 0 percent then the program uses the straight-line method.

Note: If using the composite method, you must be aware of the estimated life assigned to an asset. For example, if a composite rate has been assigned to have the asset depreciated in 20 years but the estimated life of 2 years is entered, then at the end of 2 years the program depreciates what is left from the depreciation principle.

The following program changes were made:

The field, “Composite Rate of Depreciation” has been added to the Sub-Class Code File Maintenance program. Enter the annual rate of asset depreciation. This field is used only if composite depreciation is being used.

SUB-CLASS CODE FILE MAINTENANCE - *** MUNIS 2003 New Gui Database ***

Action

Chg-History

Exit

Class Code

Sub-Class Code

Description

Short Description

Gen Commodity

Replacement Cost Factor

Insured Value Factor

Default Location

Default Useful Life

Composite Rate of Depreciation

Entered By On At

Changed By On At

Display Change History for current asset. NUM OVR

Parameter Maintenance (faparmnt)

This program has been modified to include the new composite rate options. These options are found when selecting Help in the “Default Depreciation Method” field. Select “3” or “4” to use the composite rate depreciation functionality.

CODE	DESCRIPTION
1	YEARLY STR-LINE
2	MONTHLY STR-LINE
3	YEARLY COMPOSITE-RATE
4	MONTHLY COMPOSITE-RATE

Note 1: Regardless of whether choosing composite or straight line depreciation as the default, the Depreciate Asset program defaults the “Depreciation frequency” field to “Yearly” or “Monthly”.

Note 2: When a new asset is added, the “Depreciation Method” field is automatically defaulted from the default depreciation method in Parameter Maintenance.

Note 3: In the Depreciate Assets program:

- When yearly depreciation frequency is selected, yearly-depreciated assets are depreciated according to the depreciation method – straight-line or composite.
- When monthly depreciation frequency is selected, monthly- depreciated assets are depreciated according to the depreciation method – straight-line or composite.

mn42847 – Straight line depreciation calculations improved

Depreciate Assets (fadeprec)

New Assets/General Maint (famstmnt)

A modification was made to yearly straight-line depreciations (type 1) to improve the internal calculations when the estimated life of the depreciation principal is changed.

In addition, please note the following: The acquisition cost and estimated useful life of a status “A” fixed asset can only be updated if permissions are set to Y on the “Fixed Asset Superuser” field in ID Code Permissions.

mn43732 – *Output* functionality added to program

FA Account Maintenance (faactmnt)

This program has been enhanced to include the *Output* functionality. Select the *Output* button to print a report that displays all accounts within the active set. The hot keys for this option are <F11> or “O”.

FA Accounts	Org	Object	Proj	Account Description
Asset	01	10100		Cash
Contra	01105000	404000		Fees
Depreciation	01104000	490000		Interest
Acc. Depreciation	01103000	56500		Telephone

1 of 2

Query the current database table using seg-account method.

NUM OVR

See below for a sample report.

Enhancements to the FINANCIAL Modules

Fixed Assets

The report lists purchasing accounts with descriptions and the four fixed asset accounts associated. **Note:** Any accounts that were deleted within the find set are not displayed on the report.

06/09/2003 *** MUNIS 2003 New Gui Database *** PAGE 1
13:49:13 FIXED ASSET ACCOUNT MAINTENANCE faactmnt

PURCHASING ACCOUNT: 01 10100 Cash
001-10100

	ORG	OBJ	PROJ	DESCRIPTION
ASSET	01	10100		Cash
CONTRA	01105000	404000		Fees
DEPRECIATION	01104000	490000		Interest
ACC DEPRECIATION	01103000	56500		Telephone

PURCHASING ACCOUNT: 01 18000 Fixed Assets
001-18000

	ORG	OBJ	PROJ	DESCRIPTION
ASSET	01	92000		PROPRIETARY FUND ASSET
CONTRA	01	93000		PROPRIETARY FUND CONTRA

NUM OVR

mn44148 – PO Invoice information can be displayed on assets

Activity (History) List (fahislst)

1. The ability to display PO or invoice information on the asset list has been added with the “Print PO/Invoice Information” field. **Note:** This field is accessible only if the “List asset detail” field is checkmarked.
2. The ability to report by year/period has been added with the “Year/Per Range” field.

Enhancements to the FINANCIAL Modules

Fixed Assets

ACTIVITY (HISTORY) LIST - *** MUNIS 2003 New Gui Database ***

Action
Define
Exit

Asset Range: [] to []
Department Range: [] to []
Location Range: [] to []
Class Range: [] to []
Sub-Class Range: [] to []
Commodity Range: [] to []
Custodian Range: [] to []

Asset Type ☐ Governmental ☐ Proprietary ☐ Both
Include ☐ Capitalized Assets ☐ Non-Capitalized Assets ☐ Both

History to include:
☐ Asset Activation ☐ Adjustments ☐ Depreciation
☐ Improvements ☐ Transfers ☐ Retirements

History ☐ Date Range ☐ Year/Per Range [] / [] to [] / []
Select dates by ☐ Effective date ☐ Transaction date
Retirements show ☐ Journal amt ☐ Disposal Price

☐ Page break on department
☐ List department detail
☐ List asset detail
☐ Print PO/Invoice information

Enter report options. NUM OVR

Asset List by Location/Class (faloclst)

1. The ability to display PO or invoice information on the asset list has been added with the “Print PO/Invoice Information” field.
2. The sort sequence options are now located on the main screen (see below).

ASSET LIST BY FUND/DEPARTMENT/LOCATION/CLASS - *** MUNIS 2003 New Gui Database ***

Action
Define
Exit

Fund Range: [] to []
Location Range: [] to []
Class Range: [] to []
Sub-Class Range: [] to []
Commodity Range: [] to []
Department Range: [] to []
Acquis Date Range: [] to []
Custodian Range: [] to []
History Date Range: [] to []

Asset Type: ☐ Governmental ☐ Proprietary ☐ Both **Include** ☐ Capitalized Assets ☐ Non-Capitalized Assets ☐ Both

Sort Sequence ☐ FUND/DEPARTMENT/LOCATION/CLASS ☐ FUND/DEPARTMENT/CLASS/LOCATION ☐ CLASS/LOCATION ☐ LOCATION/CLASS

☐ Print detailed description ☐ **Print PO/Invoice Information**

Page break ☐ Fund ☐ Department ☐ Class ☐ Location

Print ☐ Active ☐ Inactive ☐ All

Enter report options. NUM OVR

Fixed Asset Inquiry (famstmnt)

A new side menu option, *PO/InvFind* has been added to the main screen (see below).

The screenshot shows the 'FIXED ASSET INQUIRY' window. The left sidebar menu includes options: Action, 2nd-Screen, 3=GL, 4=Maint/Ins, 5=Memos, 6=Sources, 7=Purch, 8=Repair, 9=Hist, X=Text/Desc, Chg-History, **PO/Inv Find** (highlighted with a red box), and Exit. The main area contains the following fields:

Asset		Desc		
Status		Master		Type
Class Code		Tag Number		
Sub-Class		Serial/Parcel		
Commodity				
Location		Department		
Loc. Memo			Custodian	
Storg. Loc			Floor/Room	
Date Acq.		Fisc Yr		Acquis Cost
Manufact		Qty		UOM
Model			Unit Cost	
Model Year			Acres	
Lic/Reg #			Sq Ft	

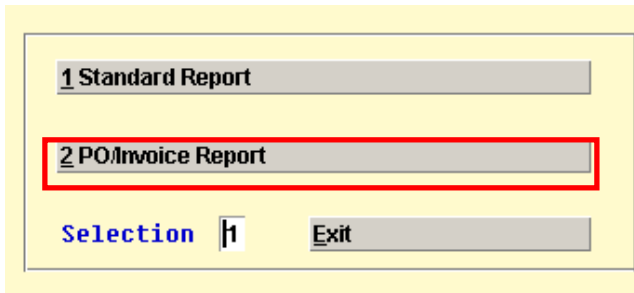
At the bottom, there is a status bar with the text 'Acquisition dates and Values associated with current asset.' and buttons for 'NUM' and 'OVR'.

When selected, the following popup box displays to enter desired PO, Invoice and Vendor criteria based on the assets in the find set.

The popup box contains the following fields:

PO Range:		to	
Invoice Range:		to	
Vendor Range:		to	

With this change, a new report option has been added to print the purchasing information for all assets in the find set (see below).



1 Standard Report

2 PO/Invoice Report

Selection 1 Exit

mn45176 – New program to create manual FA journal entries

FA General Journal Entry (glcjeent)

This program is located:

MUNIS Main Menu

H) Fixed Assets Menu

B) Fixed Asset Processing Menu

J) FA General Journal Entry

This new program has been added to the Fixed Asset module to create manual GL entries to correct fixed asset errors. This program behaves exactly as the General Journal Entry/Proof program EXCEPT that the “Source Journal” field automatically defaults to “FAN” when adding records. Please see the General Ledger manual for detailed information regarding the General Journal Entry/Proof program. When adding manual entries to this new program, the source journal “FAN” cannot be changed.

With this change, the following two reporting programs have been modified to include the source code “FAN” in the browse screen list of codes:

- Asset History by GL Account (fahstrpt) – select *Help* on the “Journal Source” field to see the source code “FAN” listed.
- YTD Budget Report (glytdbud) – now includes the source code “FAN” as a valid source code.

mn45177 – Expansion to date selection added

Activity (History) List (fahislst)

The fields “Select dates by...” and “Retirements show...” have been added.

“Select dates by...”:

Enhancements to the FINANCIAL Modules

Fixed Assets

- Select “Effective date” to select assets by date the asset was posted (entered in the general ledger).
- Select “Transaction date” to select assets by date entry was processed.

“Retirements show...”:

- Select “Journal amt” to display the journal amount when the asset is retired.
- Select “Disposal amt” to have the program work as it did previously.

ACTIVITY (HISTORY) LIST - *** MUNIS 2003 New Gui Database ***

Action
Define
Exit

Asset Range: [] to []
Department Range: [] to []
Location Range: [] to []
Class Range: [] to []
Sub-Class Range: [] to []
Commodity Range: [] to []
Custodian Range: [] to []

Asset Type: ☐ Governmental ☐ Proprietary ☐ Both

Include: ☐ Capitalized Assets ☐ Non-Capitalized Assets ☐ Both

History to include:
☐ Asset Activation ☐ Adjustments ☐ Depreciation
☐ Improvements ☐ Transfers ☐ Retirements

History: ☐ Date Range ☐ Year/Mo Range [] / [] to [] / []

Select dates by: ☐ Effective date ☐ Transaction date

Retirements show: ☐ Journal amt ☐ Disposal Price

☐ Page break on department ☐ List asset detail
☐ List department detail ☐ Print PO/Invoice information

Enter report options. NUM OVR

mn45220 – Asset detail can now be viewed through GL Account Inquiry program

Asset Inquiry (famstmnt)

New functionality has been added so that fixed asset journals viewed through the GL Account Inquiry program can now be “drilled-down” to view each asset associated with the journal. A browse screen displays each asset from the journal. Selecting the asset opens the Account Inquiry program to view asset detail. Please note the following asset journal types:

- FAA – Activated asset journals
- FAD – Depreciation journals
- FAR – Retirement journals

- FAM – Maintenance journals
- FAN – General Journals

mn45681 – New prompts/modifications to Fixed Assets

New Assets/General Maint (famstmnt)

A new popup screen has been added to this program (see below).

Partially depreciated assets will be activated
in this batch. For those assets, post journal
using amount from

(A)cquisition Cost
(C)urrent Book Value



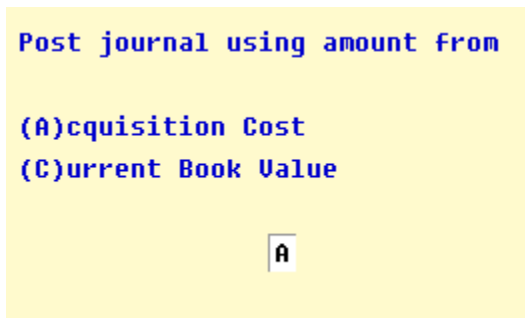
Use to post the asset to the GL Journal by using the (A)cquisition Cost Value or the (C)urrent Book Value. This feature is helpful for sites that manually adjust asset depreciation amounts.

This popup only appears when adding a new asset with depreciation amounts (the “LTD Accum Depr” field is >0). **Note:** All new assets with no depreciation amounts (“LTD Accum Depr” field = 0) are automatically posted to the GL journal using the Acquisition Cost Value.

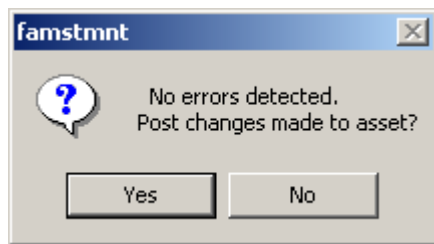
Adjustments & Retirements (faadjret)

New prompts have been added to this program for more flexibility when updating asset information, making for easier transactions.

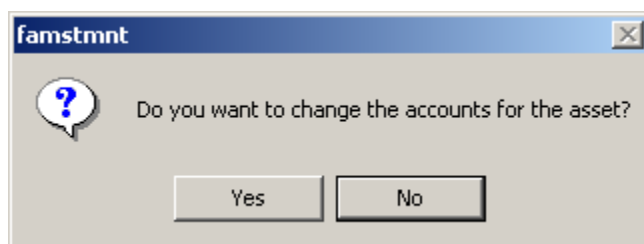
1. When changing GL account information (*Change-Acct* option under the *Transfer* screen, see page 47), a popup box appears to post the journal using the asset (A)cquisition Cost or (C)urrent Book Value.



2. Once the asset value to post the journal has been established, the journal is automatically created and the following popup box appears to post changes to the asset (the prompt to “Save Changes?” has been removed). Selecting “Yes” posts the changes, selecting “No” cancels all account changes for the asset and posting does not occur. This prompt is a timesaver when processing multiple assets.



3. When changing an asset’s department code (*Transfer* option), the following prompt appears:



Selecting “Yes” automatically displays the *Change-Acct* screen (see below). “No” updates the department code only. **Note:** If the asset’s “Capitalize?” field is set to “N”, this prompt does not display.

Change-Acct screen

Accounts						Scroll
T	Desc	Org	Object	Proj	Desc	Percent
1	ASSET	01	10100		Cash	100.00
2	CONTRA	01105000	404000		Fees	100.00
5	DEPEXP	01104000	490000		Interest	100.00
6	ACCDEP	01103000	56500		Telephone	100.00

4. The 9=Hist screen has been modified using the above modifications:

- If only changing the GL account information or department code, this is displayed on one line on the 9=Hist screen.

Date	Type	Comment	Qty	Amount	Reason
06/17/2003	TRANS	From Dept 100 To Dept 1	1.00	450.00	ER
06/17/2003	TRANS	From Dept 100 To Dept 101	1.00	450.00	ER
06/19/2003	TRANS	From Dept 101 To Dept 1	1.00	450.00	UA
06/19/2003	TRANS	ERROR	1.00	450.00	ER
06/19/2003	TRANS	From Dept 1 To Dept 2	1.00	450.00	ER

Value Change History Asset: 15

- If changing both the GL account information and the department code, this information is displayed as 2 lines. The second line displays the reason code for the change (see below).

9=Hist screen

Date	Type	Comment	Qty	Amount	Reason
06/17/2003	TRANS	From Dept 100 To Dept 1	1.00	450.00	ER
06/17/2003	TRANS	From Dept 100 To Dept 101	1.00	450.00	ER
06/19/2003	TRANS	From Dept 101 To Dept 1	1.00	450.00	VA
06/19/2003	TRANS	ERROR	1.00	450.00	ER
06/19/2003	TRANS	FROM Dept 1 To Dept 2	1.00	450.00	ER
Value Change History			Asset: 15		

mn47221 – Warning message regarding manual journal entry

Adjustments & Retirements (faadjret)

This program now displays a warning that any manual journal entries must be created through the FA General Journal Entry program so that history records exist.

General Ledger

mn43113 – Object code status is now verified

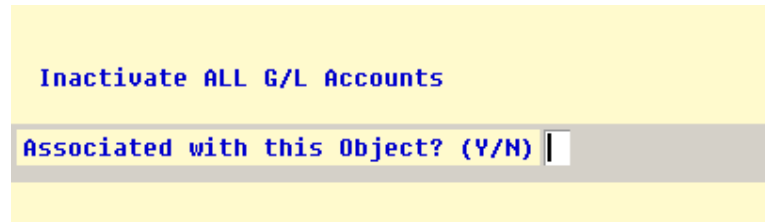
G/L Object Code Maintenance (globjmnt)

A new field, “Status” has been added. This field denotes whether an object code is “A”ctive or “I”nactive.

The screenshot shows the 'G/L OBJECT CODE MAINTENANCE' window. The 'Status' field is highlighted with a red box. The window contains the following fields:

- Object code
- Status (highlighted)
- Account type (B/R/E)
- Balance type (A/L/U)
- Description
- Short description
- Statistics label
- Character code
- Subaccount after position
- Fixed assets?
- Fixed asset amount
- 1099 default

- When adding a new object, the status defaults to “A”.
- When performing a *Find*, the last criteria set in this field is used until changed.
- When an object code is updated (*Update*), the following prompt appears:



- If “Y” is entered, all accounts associated with the object are inactivated.
- If “N” is entered, all existing accounts associated with the object remain active. However, the object status is changed to “I”nactive and no new accounts may be added with it.

Account Mass Creation (glmassgn)

This program has been modified to check the object status from G/L Object Code Maintenance:

- If an inactive object is entered, the following message displays ““(I)nactive, a new account will not be created”” and a new object code is needed.
- If *Copy_Object* is selected and an inactive object is entered, the following message displays ““(Selected object is inactive - please re-enter”” and a new object code is needed. Selecting *Help* displays objects with an active status only.

G/L Account F/M (glmstmnt)

This program has been modified to prevent the activation of existing accounts or adding new accounts with inactive object codes. When *Help* is accessed, only active objects are displayed.

- When selecting *Add*, if the status of the object is inactive, the message ““(Cannot open account for inactive object”” is displayed and a new object code is needed.
- When selecting *Update*, if “A” is entered in the “Status” field on an inactive object, the error message ““(Cannot activate account - object is inactive”” is displayed the status must be changed.

mn44185, mn44193 – Modifications to GA reports

Note: These modifications apply only to GA clients for audit reporting purposes.

Group Code Export Report (glgarpts)

Changes to program:

DEO46A

1. This program has been modified so that the 0799 total equals the total accumulation of accounts within the group code. **IMPORTANT! All sites must have the 0799 group code set up with the appropriate underlying accounts prior to running the report.**

DEO46B

2. The calculations for the 0001, 0002 and 0004 records have been changed to now reflect the true balances.

Please refer to the General Ledger manual for more information regarding GA audit reports.

mn45182 – Reports by account segments can be created

Report Formatter Maintenance (glrptfmt)

This program now provides the ability to create reports by account segments. This can be accomplished without defining reference account groups (using the *5-Ref Account* option).

Through the *7-Amt Lines* option, individual lines can be defined and a reference number entered (a warning appears that the reference number is invalid, select “OK”).

In addition, the side menu option *Gen-Accts* has been added. Select this option to generate account references from a load file. An input path and file name must be entered. The file must contain one or more rows of pipe-delimited columns. The format is listed below:

report_id|reference # (from *7-Amt Lines*
screen)|org|object|project|seg1|seg2|seg3|seg4|seg5|seg6|seg7|seg8|

Each line is processed and types “5” and “6” records are generated based on the find criteria specified in the load file.

mn45789 – In-depth budget reference exists within G/L Account Inquiry

G/L Account Inquiry (glactinq)

Modifications to program:

1. The *CYLY Amts* side menu option has been added to the main screen of G/L Account Inquiry (see below).

Enhancements to the FINANCIAL Modules

General Ledger

G/L ACCOUNT INQUIRY - *** MUNIS 2003 New Gui Database ***

Action
Detail
Months
Q/M-Budgets
CYLY Amts
CFWD
Rollup
Seg-find
Totals
History
2 Year Amts
Exit

Org
Object
Project

Type
Status
Rollup

Yr/Per 2003/02 Fiscal Year 2003 Fiscal Year 2002 Fiscal Year 2004

Original Budget
Transfers - In
Transfers - Out
CFwd - Budget
Revised Budget
Actual (Memo)
Encumbrances
Requisitions
Inception To Date
Available
Percent used

Display detail information for current account. NUM OVR

This screen offers a one step access to the current and last year actual monthly amounts for the specified account, as well as current and last year budget monthly amounts (see below). “Y” is the hotkey for this option.

Enhancements to the FINANCIAL Modules

General Ledger

*CY LY Amt*s screen

Account: 01 39410 Reserve For Encumbrance

PER	2003 ACTUAL	2002 ACTUAL	2003 BUDGET	2002 BUDGET
SOY	-114,808.92	-8,261.90	.00	.00
JUL	-37,873.50	-280.00	.00	.00
AUG	.00	.00	.00	.00
SEP	.00	.00	.00	.00
OCT	.00	.00	.00	.00
NOV	.00	.00	.00	.00
DEC	.00	.00	.00	.00
JAN	.00	.00	.00	.00
FEB	.00	-1,513.20	.00	.00
MAR	.00	150.80	.00	.00
APR	.00	-51,212.50	.00	.00
MAY	.00	.00	.00	.00
JUN	.00	.00	.00	.00
E0Y	.00	.00	.00	.00
Tot:	-152,682.42	-61,116.80	.00	.00

52 of 663

Display CY-LY monthly actual and budget dollars.

- The Budget Projection Detail program now automatically displays when selecting the "Detail" button on current year BUC journals that are not balance sheet accounts. The Budget Projection Detail program offers a comprehensive view of these BUC source journals.

Org 010 GENERAL FUND
Object 01011 SALARIES
Project 725 Title Grant
010-01-0000-0000-1-1-1-1-010-11-725

Output Detail Journal Exit

EFF Date	Src	P0/Ref2	Reference	Amount	Check #	Warrant
07/25/02	BUC		2003 BUDGT	1,000.00		
0301			ORIGINAL BUDGET 2003			

When Detail is selected, the Budget Projection Detail program automatically displays.

mn45840 – Options added to subtotal the cash account report

Account Detail History Report (glacthst)

When selecting *Define*, the field “Cash account: Subtotal by Date or Ref3/Deposit” has been added. Use to subtotal the report cash account detail by date or reference 3 deposit#. Options are “D”ate, “R”ef 3, or “N”either.

ACCOUNT DETAIL HISTORY REPORT - *** MUNIS 2003 New Gui Database ***

OK
Help
Cancel

Fund
Org
Object
Project
Rollup

Print GL Master Start-of-Year Balances Y
Year and Period range 2003 00 to 2003 13 SOY/EOY
Source journal code
Include entries on or after
Include Encumb/Liq entries N
Include Budget entries N
Print J/E comment and vendor N
Double space journal detail N
Separate page for each account N
Cash account: Subtotal by Date or Ref3/Deposit # N

Sort by 'D'ate, 'R'ef 3, or 'N'either. NUM OVR

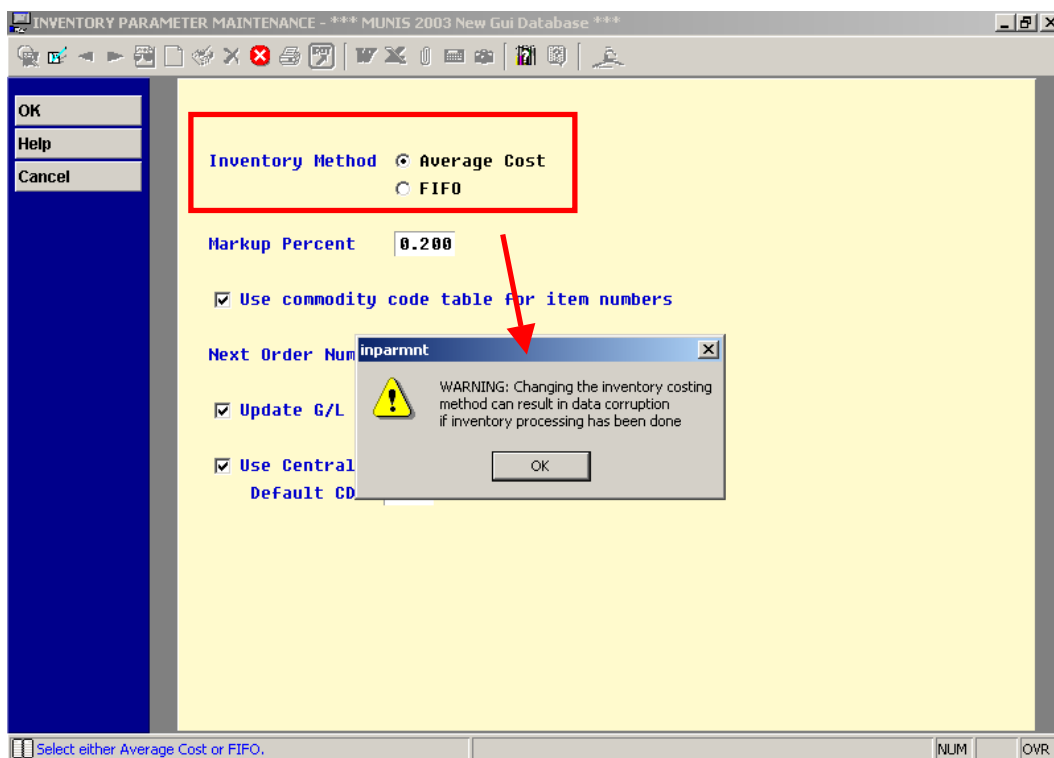
Inventory

mn40252 – New warning message when changing the Inventory Method

Inventory Parameters (inparmnt)

A warning message has been added to this program if the “Inventory Method” field is changed. This message is to alert clients that changing the inventory method could result in data corruption if inventory processing has already been performed.

Note: Selecting OK does not prevent an inventory method change. With each inventory method change, this prompt will appear.



mn41696 – Warehouse restrictions added to Inventory permissions

Inventory ID Code Permissions (spidcode)

Enhancements to the FINANCIAL Modules

Inventory

The on-screen button, “Warehouse Location” has been added to the Inventory ID Code Permissions screen (option X.).

The screenshot shows a window titled "ID CODE PERMISSIONS - *** MUNIS 2003 New Gui Database ***". On the left is a blue sidebar with buttons: "Action", "Copy", "Help", "9=ChgHist", and "Exit". The main area has a yellow background. At the top, it says "Inventory". Below that, there are fields for "User Code" (Clerk2), "Short Name" (Clerk2), and "Long Name" (Clerk22). Further down, there are checkboxes for "Inventory Item Maintenance" (checked with 'Y') and "Post Transactions". Below these is a checkbox labeled "Warehouse Location" which is checked. A red rectangle highlights this checkbox, and a red arrow points to it from the text below. At the bottom right of the main area, it says "1 of 14". At the very bottom, there is a status bar with the text "Copy current 'Inventory' permissions to another user." and two buttons labeled "NUM" and "OVR".

Use to restrict Munis users to specific warehouse locations. This is handy for sites that have multiple warehouse operations.

A checkmark indicates that restrictions currently exist. Select the button to display the following screen. A maximum of five warehouses can be assigned.

Warehouse Locations

1. Warehouse Location #1

2.

3.

4.

5.

Transaction Entry/History File (intrhist)

This program has been modified so that if warehouse restrictions exist, only those warehouse locations to which the user is limited are displayed, or can be used when selecting *Adjustment*, *Issue* or *Receipt*.

Inventory Item File Maintenance (initmmst)

This program has been modified so that if warehouse restrictions exist, only those warehouse locations to which the user is limited are displayed on the *Locations* and *Cost* (visible only if using FIFO) screens. **Note:** When adding new items, only warehouse locations to which the user is limited can be used.

Department Withdrawal Report (indptwth)

Enter Inventory Counts (inactual)

Inventory Count Worksheets (ininvent)

Inventory List by Category/Model (incatitm)

Inventory List by Commodity (incomlst)

Inventory List by Location (ininvlst)

Inventory Master Report (inmstrpt)

Item Reorder Report (inminord)

Perpetual Inventory Report (inpepinv)

Pick Ticket (inticket)

Warehouse Catalog Report (inwsecat)

These programs have been modified so that if warehouse restrictions exist, only those warehouse items are displayed.

mn41697 – Entity Code/GL Account restrictions added to Inventory module

Overview: Entity code restriction functionality has been added to the Inventory module.

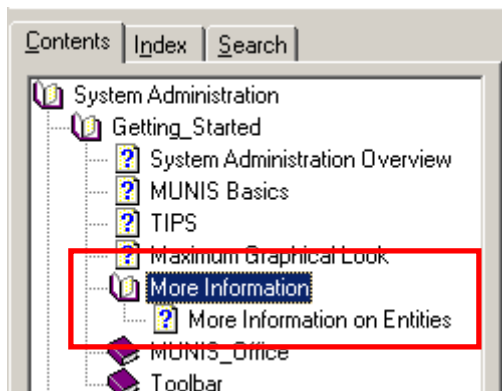
Pick Ticket (inticket)

Inventory Item File Maintenance (initmmst)

Warehouse Location Codes (inlocatn)

Transaction Entry/History File (intrhist)

These programs have been modified so that if entity codes exist for a user (see next page), only accounts based on those entity restrictions can be used. Please see the System Administration manual, More Information section for an in-depth explanation of entity code usage.



Entity code restrictions are established under the System Parameters program:

ID Code Permissions - MUNIS System Parameters screen

ID CODE PERMISSIONS - * MUNIS 2003 New Gui Database *****

MUNIS System Parameters

User Code: munis Short Name: munis
Initials: MUN Long Name: MUNIS Administrator
E-mail Addr: Munis@munis.com

Permissions:

Public Access Only User	N
Department Code	100 100
Spool File Access	F Full
Default Printer	smletter
Output Menu Method	4 Print Dialog
Default Menu/Program	
Direct Menu/Program Call	Y
Entity Code Restriction	1 TOWN
Workflow Superuser	Y

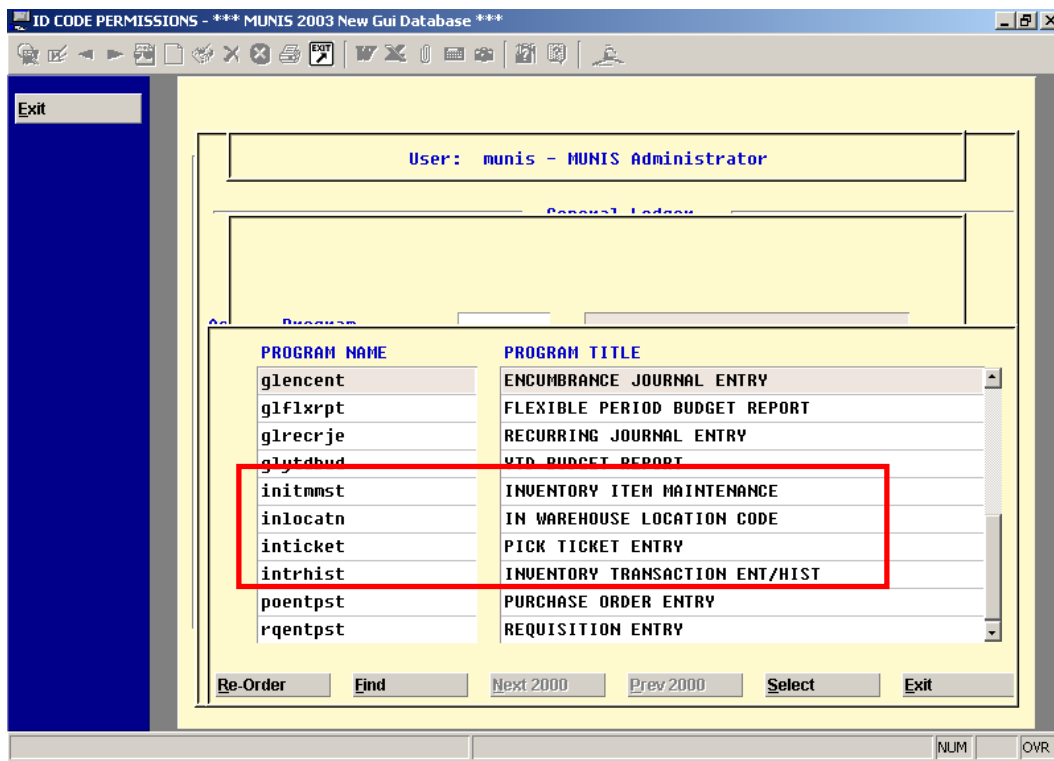
1 of 1

Copy permissions for the current user to another user. NUM OVR

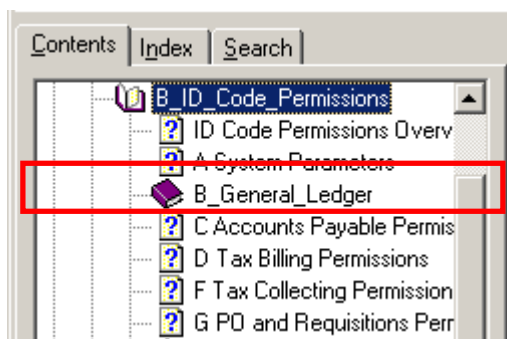
Example
With the entity code restriction established, this user can only use accounts that are defined for the town.

In addition, GL account restrictions can now be established for these Inventory programs through the General Ledger ID Code Permissions program, option B (see below).

ID Code Permissions screen, option B (General Ledger)



These four programs can be used to set account restrictions per user. Please see the System Administration manual, B. General Ledger section for more information on GL account restrictions.



mn41698 – Manual posting added to Inventory program

Overview: Posting functionality has been added to the Transaction Entry/History File program.

Transaction Entry/History File (intrhist)

A new field “Status” and side menu option *Post* have been added to this program.

New fields	Description
Status	<p>Used to display the item transaction status.</p> <p>When selecting <i>Issue</i>, <i>Adjustment</i> or <i>Receipt</i>, all transactions default to “N” unposted (see example 1, page 63). This field can be used to narrow the search criteria when finding unposted records.</p> <p>IMPORTANT! All unposted transactions DO NOT update either the General Ledger or the inventory item.</p>

New option	Description
------------	-------------

Post	<p>Use to post unposted transactions to the General Ledger.</p> <ul style="list-style-type: none"> When posting a transaction where the “Trans. Type” is “Adjustment” or “Issue”, you can display, print or spool the proof report (see page 62). You are then prompted to post the current transaction (see example 2, page 63). When posting a transaction where the “Trans Type” is a ‘Receipt’, you are only prompted to post the transaction. <p>Note: If unposted transactions exist and the cost of the item has changed, posting automatically updates the item to the new cost.</p>
------	---

Proof Report

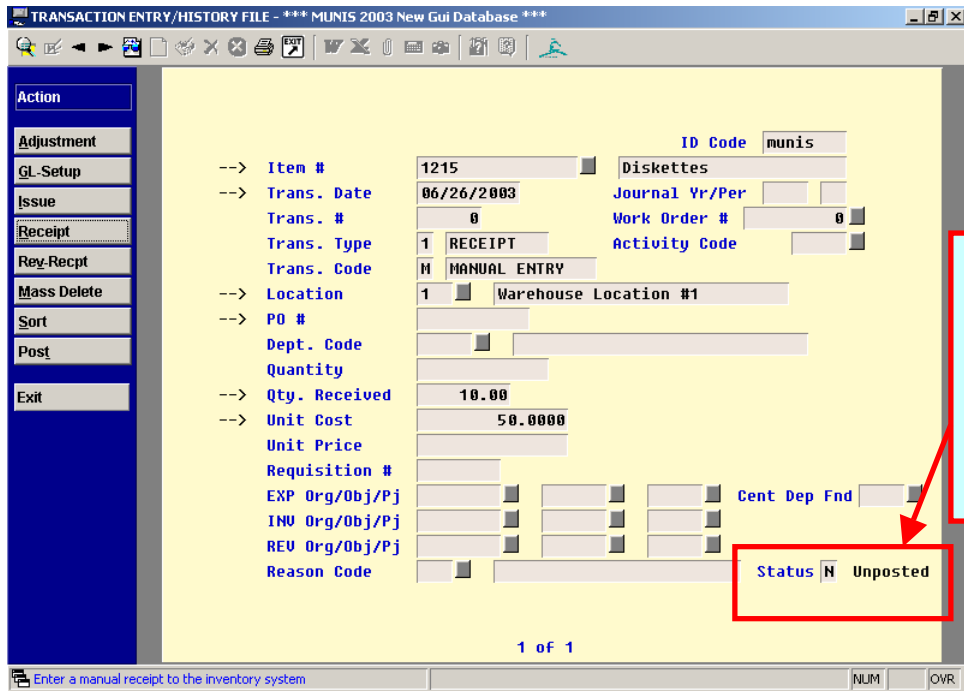
06/26/2003		*** MUNIS 2003 New Gui Database ***			PAGE 1	
11:49:04		TRANSACTION HISTORY PROOF			intrhist	
Proof report for an issue of 5.00 units of item 1215, at a price of \$60.00 each, for journal year 2003, period 1.						
ORG	OBJECT	PROJECT	ACCOUNT DESCRIPTION	DEBITS	CREDITS	
-----	-----	-----	-----	-----	-----	
010	19000		INVENTORY		250.00	
01131005	30400		MIDDLE SCHOOL IMPROVEMENTS	300.00		
010	19000		INVENTORY		50.00	
DUE TO/DUE FROM ACCOUNTS						
01	33000		DUE TO FUND 010		300.00	
010	16000		Due From General Fund	300.00		

Lines with zero dollar amounts are not printed on the proof report.

Enhancements to the FINANCIAL Modules

Inventory

Example #1



TRANSACTION ENTRY/HISTORY FILE - *** MUNIS 2003 New Gui Database ***

Action

Adjustment

GL-Setup

Issue

Receipt

Rev-Recpt

Mass Delete

Sort

Post

Exit

--> Item # 1215 ID Code munis
--> Trans. Date 06/26/2003 Journal Yr/Per
--> Trans. # 0 Work Order # 0
--> Trans. Type 1 RECEIPT Activity Code
--> Trans. Code H MANUAL ENTRY
--> Location 1 Warehouse Location #1
--> PO #
--> Dept. Code
--> Quantity
--> Qty. Received 10.00
--> Unit Cost 50.0000
--> Unit Price
--> Requisition #
--> EXP Org/Obj/Pj
--> INV Org/Obj/Pj
--> REV Org/Obj/Pj
--> Reason Code
Cent Dep Fnd
Status N Unposted

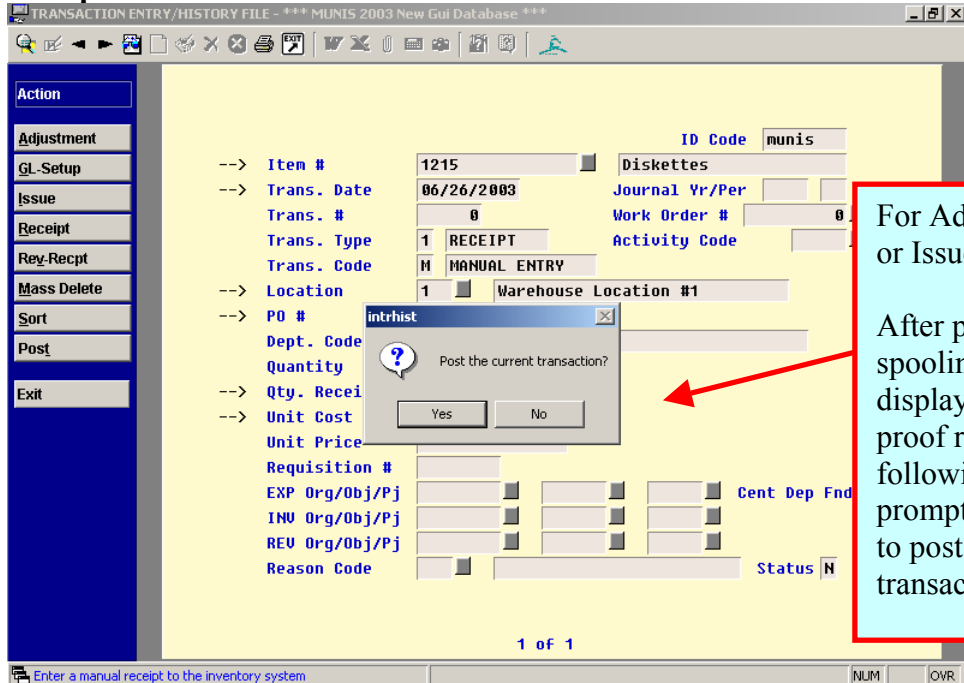
1 of 1

Enter a manual receipt to the inventory system

NUM OVR

Receipt transaction. The status defaults to "N" (unposted).

Example #2



TRANSACTION ENTRY/HISTORY FILE - *** MUNIS 2003 New Gui Database ***

Action

Adjustment

GL-Setup

Issue

Receipt

Rev-Recpt

Mass Delete

Sort

Post

Exit

--> Item # 1215 ID Code munis
--> Trans. Date 06/26/2003 Journal Yr/Per
--> Trans. # 0 Work Order # 0
--> Trans. Type 1 RECEIPT Activity Code
--> Trans. Code H MANUAL ENTRY
--> Location 1 Warehouse Location #1
--> PO #
--> Dept. Code
--> Quantity
--> Qty. Recei
--> Unit Cost
--> Unit Price
--> Requisition #
--> EXP Org/Obj/Pj
--> INV Org/Obj/Pj
--> REV Org/Obj/Pj
--> Reason Code
Cent Dep Fnd
Status N

intrhist
Post the current transaction?
Yes No

1 of 1

Enter a manual receipt to the inventory system

NUM OVR

For Adjustments or Issues only:
After printing, spooling or displaying the proof report, the following prompt appears to post the transaction.

Note 1: You can only manually post from the Transaction Entry/History File program. Any issues created from the following programs are automatically posted (status P):

- Enter Inventory Counts
- Pick Ticket
- PO Receiving File Maintenance

Note 2: Any receipts that are reversed (*Rev-Recpt*) are automatically posted.

ID Code Permissions (spidcode)

A new field, “Post Transactions” has been added to the Inventory permissions screen (option X.). When set to “Y”, transactions can be posted in the Transaction Entry/History File Maintenance and Pick Ticket programs. If this field is set to “N”, posting cannot be performed.

ID Code Permissions screen

The screenshot shows the 'ID CODE PERMISSIONS - *** MUNIS 2003 New Gui Database ***' window. On the left is a blue sidebar with buttons: Action, Copy, Help, 9=ChgHist, and Exit. The main area has a yellow background. Under the 'Inventory' heading, there are input fields for 'User Code', 'Short Name', and 'Long Name'. Below these are two checkboxes: 'Inventory Item Maintenance' and 'Post Transactions'. The 'Post Transactions' checkbox is highlighted with a red rectangle and is currently unchecked. At the bottom, there is a 'Warehouse Location' checkbox, also unchecked. The status bar at the bottom shows 'Copy current 'Inventory' permissions to another user.' and 'NUM OVR'.

mn41784 – GL account information added to warehouse location

Inventory Item File Maintenance (initmmst)

The *Location* screen has been modified to include the account (see below).

Inventory Item File Maintenance *Location* screen

Inventory Item File Maintenance - *** MUNIS 2003 New Gui Database ***			
<div> <div> Action Issue-Data Exit </div> <div> Item # <input type="text" value="1000"/> 3.5" Diskettes </div> </div>			
Location	<input type="text" value="1"/>	Warehouse Location #1	
Aisle/Bin	<input type="text" value="2/5"/>		
Memo	<input type="text" value="Top Shelf"/>		
Previous Aisle/Bin	<input type="text" value="3/5"/>		
Issue Qty On Hand	<input type="text" value=".00"/>	***** Purchasing Info *****	
Issue Qty Committed	<input type="text" value="41.00"/>	Last Purchase Cost	<input type="text" value="27.0000"/>
Std Purchase Qty	<input type="text" value=".00"/>	Qty On Order	<input type="text" value="36.00"/>
Max Purchase Qty	<input type="text" value=".00"/>	Purchase/Issue Ratio	<input type="text" value="1.000"/>
Issue Reorder Point	<input type="text" value="20.00"/>		
Lead Time	<input type="text" value="4"/>	***** Average Cost Info *****	
Issue Last Physical Qty	<input type="text" value="200.00"/>	Average Cost	<input type="text" value="24.5500"/>
Last Count Date	<input type="text" value="07/15/1997"/>	Unit Price	<input type="text" value="25.75"/>
Variance Pct	<input type="text" value="0.00"/>		
<div> <div> Inv/Resale Org/Object/Project Revenue Org/Object/Project Expense Org/Object/Project </div> <div> <input type="text" value="010"/> <input type="text" value="19000"/> <input type="text" value=""/> </div> <div> <input type="text" value="010"/> <input type="text" value="49000"/> <input type="text" value=""/> </div> <div> <input type="text" value="01131003"/> <input type="text" value="30400"/> <input type="text" value=""/> </div> </div>			
1 of 1			

This enhancement is may be helpful to MUNIS customers, as the same item can be charged to different accounts based on warehouse.

Note: Account information entered on the main screen automatically defaults to the *Location* screen when adding new locations, but can be modified for each warehouse location.

Transaction Entry/History File (intrhist)

Pick Ticket (inticket)

Changes to programs:

1. In the Transaction Entry/History File program, when selecting *Adjustment* or *Issue*, the org information defaults from the department code, if applicable. If an org is not specified on

Enhancements to the FINANCIAL Modules

Inventory

the department code, the org is defaulted from the warehouse location (the object and project also defaults from the warehouse location).

2. In the Pick Ticket program, when adding records, the org information defaults from the department code, if applicable. If an org is not specified on the department code, the org is defaulted from the warehouse location (the object and Project will also default from the warehouse location).

mn47609 – Quantity on hand items suppressed and awarded vendors displayed

Inventory Count Worksheets (ininvent)

Reconciliation Sheet (inreconc)

These programs were modified with the addition of a new field “Print QOH”. When this field is checkmarked, the quantity on hand is displayed on the count worksheet.

Inventory Item File Maintenance (initmmst)

The side menu *Vendor* has been added. Select to view all awarded vendors for a specific commodity. The following browse screen displays the vendor and number, catalog and vendor price:

Vendor	Vendor Name	Catalog	Vendor Price
1	ABCD SUPPLY	980000	600.00000



PAYROLL & PERSONNEL

mn13173 – Sorts employee name with no Loc and Org

Employee Accruals Report (pracrpt)

When Sort Order option “2” (by name) is selected in the program, the Employee Accrual Report still sorts using the employee name, but the *Output* no longer displays the employee’s Location and Org information with their name.

EMPLOYEE ACCRUALS REPORT - *** MUNIS 2003 New Gui Database ***

Action
Define
Exit

Report Option 2 EARNED/USED REPORT
Single Employee 0
Show Totals ☒
Sort Order 2 BY NAME
Location 131 to 141
Org 01 to 010
Group/BU 1 to 100
Active Status A ACTIVE

Accrual
1 VACATION
2 SICK
3 PERSONAL
4 COMPENSATION TIME (SALARI)
5 BEREAVEMENT LEAVE
6 LEAVE OF ABSENCE

Print
☒ Print SSN
☐ Print liability column
☐ Print rate column
☐ Accrual limit
☐ Accrual factor
☐ Include zero balances
☐ Page break on location
☐ Page break on employee
☐ Print detail history

Date Range 01/01/2002 to 01/01/2002

mn20197 – More Pay Type ranges added to NY Employee Retirement F/M

NY Employee Retirement F/M (prnyempe)

Five new field ranges have been added under the “Pay Types To Include For Gross” field (in the *Generate* screen), allowing for more field ranges to be defined for the report.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

NEW YORK EMPLOYEE RETIREMENT F/M - *** MUNIS 2003 New Gui Database ***

Action

Define

execute

Exit

Emp # Last First

SSN

Month / Year 7 / 2002

Maximum Days 20

Compute Work Hours From Hourly Rate N

Location Range to 2222

Org Range to 22222222

Pay Types To Include for Gross

0	to	999	0	to	0
0	to	0	0	to	0
0	to	0	0	to	0
0	to	0	0	to	0
0	to	0	0	to	0

Pay Types To Exclude From Hours

100	to	999
0	to	0
0	to	0
0	to	0
0	to	0

Define 'generate' parameters.

NUM OVR

mn43761 – Calculation for accruals subtracting from base pay

Generate Earnings/Deductions (prgenddp)

Modified the Time and Attendance proof (*Move* process), so that the accrual amounts are now subtracted from the base pay amounts correctly.

mn43941 – Expanded Accrual Table to 250 lines

Vacation/Sick Table F/M (pracctbl)

- The number of lines in the “Service Months” table has increased from 40 to 250 lines. The increased number of lines allows for more information to be entered when creating the accrual.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

- If an error is made in the “To” field in the “Service Months” table after <Esc> is selected, the row with the error now displays as the first row, for the correction to be made immediately. This modification enables easier access to the field that requires change.

VACATION/SICK TABLE F/M - 2003 TEST DATABASE

OK
Cancel
Help

Accrual Type: 2 SICK Table: 2
Short Desc: SICK T00 Long Desc: SICK T00

Units Earned: H HOURS Units Used: H HOURS
Group/BU: Factor: 1.00
Automatic Dock: 907 DOCKED PAY Liability: H HOURLY RATE
Earning Method: 01 EARN FROM TIME WORKED WITHIN PAYROLL

Limit Option: P VIA PAYROLL - LAPSE
Limit Trans 1: Percentage:
Limit Trans 2: Percentage:
EOY Option: C CARRY FORWARD
EOY Transfer: Next Table:

Service Months	From	To	Units to Earn	Accrual Limit
	241	300	0.7000	300.00

17 of 45

Enter to months of service. The last entry's 'To' months field must be 999. NUM OVR

mn44194 – New program for Iowa

IA MFPRSI Qtrly Rept/Mag Media (priafrs)

The new IA MFPRSI (Municipal Fire and Police Retirement System of Iowa) Quarterly Report and Mag Media program has been created to produce a quarterly report and magnetic media file. The report lists employee “Earnable Compensations” and “Contributions” by detail (by each employee name) or summary (totals only).

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

IOWA MFPRSI QUARTERLY REPORT & MAG MEDIA - *** MUNIS 2003 New Gui Database ***

Action

Define

Exit

Quarter/Year 1 / 2003

Payroll Date 01/01/2003

Report Option ☒ Detail
☐ Summary

Deduction 1000 to 3000

Location to 2222

Org to 22222222

Employer Name ACME INC

Define the options for 'Output'. NUM OVR

Field	Description
Quarter/Year	Required field. Select 1 to report the first quarter; January – March. Select 2 for the second quarter; April – June. Select 3 for the third quarter; July – September. Select 4 for the fourth quarter; October – December. The next field is the year to be reported.
Payroll Date	Required field. The payroll date to be reported on the mag media.
Report Option	Required field. Select “Detail” for the report to list earnings and contributions for all employees, or select “Summary” for the report to list total amounts of all employees.
Deduction	Required. The deduction range to include on the report.
Location/Org	Required. The Location/Org range to include on the report.
Employer Name	Required. The name of the employer, not including the “City of”.

mn44429 – End Date option added to program

Payroll Global Date Change (prechgd)

- The menu and program name has changed from Set Future Payroll Dates to Payroll Global Date Change.
- Previously, only the “Start Date” could be updated for a selected pay/deduction record. A “Date” field has been added, to select either a “Start Date” or “End Date” for the record.
- Customer Help features, calendar buttons and check box features have been added to the program.

Payroll Global Date Change screen:

PAYROLL GLOBAL DATE CHANGE - * MUNIS 2003 New Gui Database *****

Options

Define

X=Execute

Exit

Employee Master Table Selection Criteria

Loc Range to

Org Range to

Group/BU to

Job Range to

Employee Pay Selection Criteria

Loc Range to

Group/BU to

Job Range to

Pay Range to

Number of Pays Equal or Less Than

Change which tables

☐ Employee Master Table

☐ Employee Pay Table **Pay Range** to

☐ Employee Deduction Table **Ded Range** to

Date

☐ Start Date

☐ End Date

Choose selection criteria **NUM** **OVR**

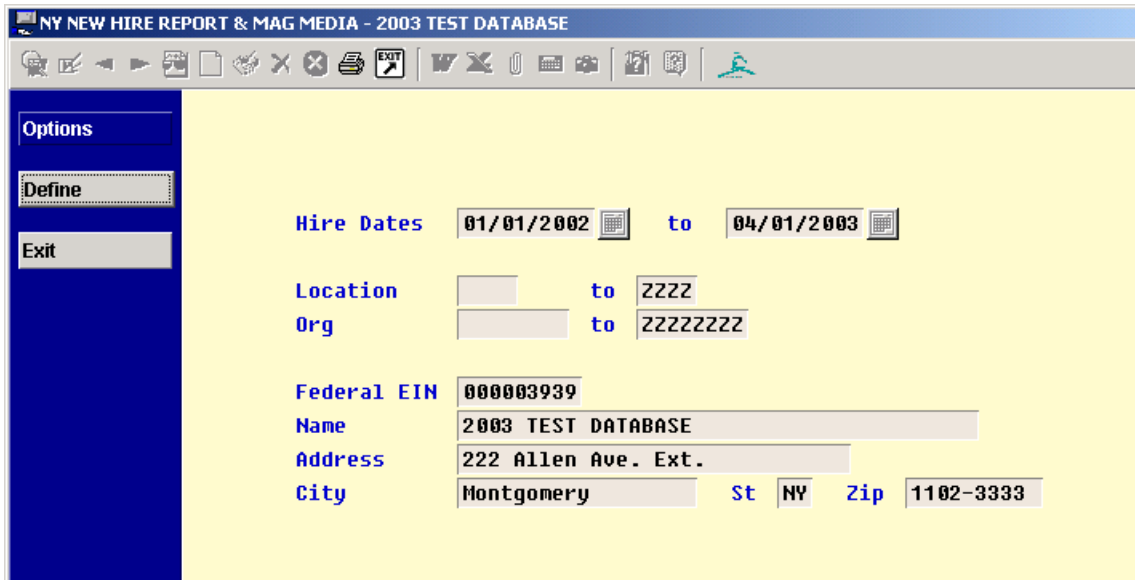
mn44602 – Added NY New Hire Report/Mag Media program

NY New Hire Report/Mag Media (prnynhir)

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

This new program reports New York employees hired within the date range defined. The mag media file is created and sent to a designated State agency. The file contains basic employee information, such as name, address, SSN, hire date and the employer Federal ID number.



NY NEW HIRE REPORT & MAG MEDIA - 2003 TEST DATABASE

Options

Define

Exit

Hire Dates 01/01/2002 to 04/01/2003

Location to 2222

Org to 22222222

Federal EIN 000003939

Name 2003 TEST DATABASE

Address 222 Allen Ave. Ext.

City Montgomery St NY Zip 1102-3333

Field	Description
Hire Dates	Required fields. The start and end date of the NY employees being reported.
Location, Org	The primary Location and Org range being reported (from the Employee Master F/M).
Federal EIN	Required field. The Federal ID number for the employer.
Name, Address, City, State, Zip	Required field. The employer's address information.

mn44622 – Find on active employees

Employee Certification F/M (prempcer)

Employee Assignment F/M (prempass)

Tenure Report (pmtenrpt)

Employee Certification F/M (prempcer):

The field “Active Status” has been added to the main screen. The field is for display only when adding an employee certification record. A *Find* can be performed in the field for “A”ctive status employees.

EMPLOYEE CERTIFICATION F/M - 2003 TEST DATABASE

Action

Training

Exit

Emp 1 Last DELOONTO First MOLLY K

SSN 787-87-8782 Active Status A

Certification Type DIST DISTRICT WIDE REQUIREMENT

Certification Area 5 CPR/FIRST AID CERTIFIED

Certification Num 987654321

Effective Date 01/01/2002

Expiration Date

Required By Date

Employee Assignment F/M (prempass):

- The field “Active Status” has been added to the main screen. The field is display only when adding an employee assignment record. A *Find* can be performed in the field for “A”ctive status employees.
- Calendar buttons have been added to the “Effective Date” and “Ending Date” fields.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

EMPLOYEE ASSIGNMENT F/M - 2003 TEST DATABASE

Action

Exit

Emp 1 Last DELAGATO First MOLLY

SSN 787-87-8782 Active Status A

Assignment 1234 TEACHER

Location 002 SCHOOL

Effective Date 01/01/2001

Ending Date 08/31/2001

FTE Percentage Extra Duty

Description 12345678901234567890

Tenure Report (pmtenrpt):

- The field “Active Status” has been added to the main screen. The new field can be used to *Find* on active employees only or all employees (list “A” for Active Status or leave blank for all employees).
- Updated the “Break Between Location” field from a “Yes” or “No” field to a checkbox. Checkmark the field for the report to break between locations.

TENURE REPORT - 2003 TEST DATABASE

Action

Define

Exit

Tenure Level to ZZZZ

Location to SM2

Org to ZZZZZZZZ

Group/BU to ZZZZ

Job Class to ZZZZ

Active Status

☐ Break Between Location

Report Title

mn44672 – Added Word/Excel functionality

Overview: The program is located under:

M) Pension Tracking

C) Reports/Mag Media

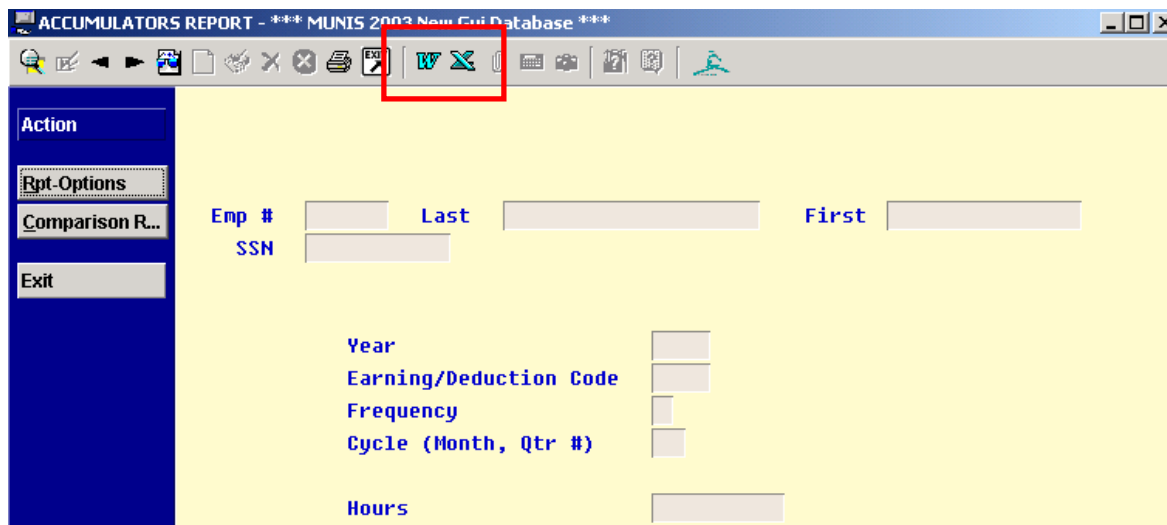
B) Accumulators Report

Accumulators Report (pracmrpt)

This program has been modified to include both Word and Excel functionality. Use the new functions to export records into Microsoft Word or Excel programs. Please refer to any user manual for more information regarding export functionality.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel



mn44788 – Updated the Position field

Personnel Position Control F/M (pmposctl)

Employee Evaluation F/M (pmempeva)

Actions History F/M (pmachist)

Actions Inquiry F/M (pmactinq)

Payroll Control File (prctlfil)

Employee Inquiry (prempinq)

Employee Job/Salary F/M (premppay)

Employee Recurring Pay F/M (premprec)

Earnings/Deductions F/M (prpyrlfm)

Action History Reporting (pmacthis)

Set Projection Run Number (pjsetrun)

Vacancy Report (pmposvac)

Payroll Encumbrancing (prencumb)

Earnings/Deductions Proof (prpyddpf)

Position Control History (pmposhis)

PM Requisition F/M (atreqmnt)

Kronos WFC Export F/M (krwfcexp)

The “Position” field in Personnel Position Control F/M now accepts position control numbers up to 9 digits (previously, the field only accepted 6 digit numbers). All remaining programs listed above have also been modified to accept 9 digit position control numbers.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

Action	Position	Max Positi
Copy	Description	Status
History	Job Class	
GL Build	Group/BU	Min Grade/
Seg find	Location	Max Grade/
Exit	CY FTE Percent	LY FTE Per
	CY Original	LY Original
	CY Revised	LY Revised
	CY Expended	LY Expended
	CY Unexpended	LY Unexpended
	CY Encumbered	LY G/L All

mn44842 – Online Job Applications

Overview: If your site purchases MUNIS Online, the ability to post employment opportunities online and have applicant data pulled into your MUNIS database will be available.

With MUNIS Online, Employees and citizens can now apply for job opportunities using the MUNIS OnLine Employment Opportunities page. Employees can access MUNIS OnLine by entering their “Location” and “On-Line Service”. The employee is then required to log into the site. A welcome screen appears with a toolbar listed above; select the “Services” option and then “Employment Opportunities” for the “Career Opportunities” page to display. Citizens can access this website by first selecting a “Location” and the “On-Line Service” selection of “Employee Opportunities”. The “Career Opportunities” page displays, listing available job openings and the requirements for the job. Select the “Apply” button for the application to appear.

The “Career Opportunities” page lists positions that are available and special requirements/notes that pertain to the job opening. The only positions that appear in MUNIS OnLine are those with a “Req Status” of “5” (Accepted) or less in P/M Requisition F/M (see screen below). Requisitions with a “Post” field of “I”nternal in P/M Requisitions F/M are only visible to existing employees of the site (who have access to MUNIS OnLine). Requisitions with a “Post” field of “E”xternal are visible to external candidates, as well as to existing employees. Requisitions with a “Post” field of “N”ot Posted are not visible through MUNIS OnLine.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

P/M REQUISITION MAINTENANCE - 2003 TEST DATABASE

Action

- Requirements
- Text
- Candidates
- Copy
- Exit

Req 4 - 0 **Description** NANCY'S SNOOP JOB CLASS

Entry 11/01/2001

Position 27 **Grade** 01

Job ROB1 ROB FBI **Rate/Salary** 20.00 to 50.00

Job Fam JFAM-INV **Status** FP FTE 1.00

Location NED NANCY LOC **Org** 01014 Ned Cvl DF

Group/BU DET DETECT GRP **Object** 5110 SALARIES

Project

Type ☒ New position ☐ Replacement **010-200-0291-68-0-1-0-2-5110**

Start 12/01/2001 **Advertise** PAPER, AGENCY, MAIL

End 07/31/2005 **Empl Agency** WE GOTTEM' FER HIRE!

Leading Cand JIM BOB "SMELLY" RED

Req Status 1 NEW

Next Approver THAT THAR FUNNY GUY.

Post ☒ Internal ☐ External ☐ Not Posted

Requestor Name NANCY DREW

Requestor Phone (207) 555-2518

Special Requirements Notes

INCONSPICUOUS

SNEAKY LITTLE PUDGE OF A ELEPHANTUS

1 of 8

Maintain/View requisition requirements.

NUM OVR

When “Apply” is selected in MUNIS OnLine, an application displays requesting the candidate’s “First Name”, “Last Name”, “Social Security #”, “Address”, “Home Phone”, “Alternate Phone”, “E-mail Address”, “Available Start Date”, and “Resume Path” (use the “Browse” button to attach the resume). After the candidate completes the online application and depresses the “Apply” button, the information is submitted to the MUNIS OnLine Administrator and a message appears on the Career Opportunities page, “Application added successfully”.

The OnLine application transfers to the MUNIS database and can be accessed through programs Applicant Name/Address F/M and Applicant F/M. An e-mail notification is sent to the “Human Resources E-mail” contact, listed on the Employees Application/Dept Administration MUNIS OnLine page. This e-mail informs the Human Resources contact that an application has been added or updated and provides the applicant information.

Note: The applicant Social Security Number is required if the “Require SSN on applications” option is checked by the MUNIS OnLine Administrator on the Employee Application/Dept Administration web page; otherwise “(Optional)” is displayed beside the field.

If an existing employee submits an OnLine application and does not provide a Social Security Number when the field lists “Optional”, the number is pulled from the Employee Master F/M, along with their marital status, gender, EEO ethnic code, birth date, and dependent information. If the “Dependents” checkbox in the Employee Master F/M is not check marked, the OnLine application lists “Dependents Count” as “0”. If an external candidate applies using MUNIS OnLine and does not provide a Social Security Number when the field lists “Optional”, a dummy SSN (in the format APP-00-0001) is assigned and displays in Applicant Name/Address F/M and in Applicant F/M. Once a valid SSN is available, it can be replaced using “SSN Update”.

Applicant FM (atappmnt)

Applicant Name/Address F/M (atnamadd)

Applicant Tracking Skills/Experience (pmapeske)

Applicant F/M (atappmnt):

The OnLine application process adds the applicant to Applicant F/M if no record is found for that particular combination of Requisition, Suffix and Social Security Number. If an external candidate applies for a position using MUNIS OnLine, and does not provide a SSN when the field lists “Optional”, a dummy SSN (in the format APP-00-0001) is assigned and displays in Applicant Name/Address F/M. A SSN that begins with “APP” can be updated anytime in this program. Once a valid SSN is available, it can be replaced using the “SSN Update” option in the Applicant Name/Address F/M program. If an internal candidate (existing employee) applies using MUNIS OnLine and does not provide a SSN when the field lists “Optional”, the valid number is pulled from the Employee Master F/M. Also, a *Find* can now be performed in the “Entry Date” and “Entry Clerk” fields in the program (the “Entry Clerk” field is not labeled but is beside the “Entry Date” field).

Applicant Name/Address F/M (atnamadd):

A new side menu option “SSN Update” has been added to Applicant Name/Address F/M that allows you to globally update an applicant’s Social Security Number. For example, if an external candidate applies for a position using MUNIS OnLine, their information is added to Applicant Name/Address F/M and Applicant F/M with a dummy SSN (in the format APP-00-0001). When the applicant interviews for the position and provides Human Resources with their valid SSN, the update can be made in Applicant Name/Address F/M using the “SSN Update” option. When “SSN Update” is selected, a pop up screen displays (see example below) requesting the old and new SSN. Enter the information and click <OK> to accept the change.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

P/M APPLICANT NAME/ADDRESS MAINTENANCE - *** MUNIS 2003 New Gui Database ***

OK
Help
Cancel

SSN 122-21-2121 Status 1 New
Last Name HEBERT Date 04/10/2003
First Name LINDA User lhebert
Mid Init M Suffix Suffix
linda hebert

A
A If Applicant Social Security Number is
C change to
S
T

A “Telephone” number field has been added to the main screen. The “SSN” and “Status” fields have been moved to the top of the screen. Also, a pull-down menu has been added to the “Status” field to select the appropriate option (see example below).

Applicant Name/Address F/M screen:

P/M APPLICANT NAME/ADDRESS MAINTENANCE - *** MUNIS 2003 New Gui Database ***

Action
Labels
SSN Update
X=Purge
Exit

SSN 122-21-2121 Status 1 New
Last Name HEBERT Date 04/10/2003
First Name LINDA User lhebert
Mid Init M Suffix Suffix
linda hebert

Address 1 100 MAIN ST
Address 2
City SAGO
State ME Zip 04072
Telephone

Status” field:

Status	1	New
Date	1	New
User	2	App Sent
	3	App Rec'd
	4	Notice Sent
	5	Moved to App File

Applicant Tracking Skills/Experience (pmapeske):

When Applicant Tracking Skills/Experience is accessed using the *Skills* side menu option in Applicant F/M, the dummy SSN (in the format APP-00-0001) pulls in. Also, Help features have been added beside the “Type” and “Area” fields.

APPLICANT TRACKING SKILLS/EXPERIENCE - *** MUNIS 2003 New Gui Database ***

Action

Exit

SSN 007-72-4358

Type SKL1- ☐ EXCEL

Area SKL2-SPRE ☐ SPREADSHEETS

Experience 1.0

Score/Level 1.0

Hours 8.00

Date 01/01/2003

Comment

mn44844 – Factor overtime rate from Vendor Import

Generate Earnings/Deductions (prgenddp)

The program has been updated to factor the correct overtime rate when moving records from Vendor Import into the payroll.

mn45056 – Federal EIN added to mag media for MI

MI Employment Security Rpt/Mag (prmiescr)

The Federal EIN (Employer Identification Number) has been added to column 191 – 199 of the mag media (276 bytes).

MICHIGAN EMPLOYMENT SECURITY REPORT - *** MUNIS 2003 New Gui Database ***

Options

Define

Exit

Quarter Ending 03/31/2003

File Option Mag Media (276 bytes)

Federal EIN 001235544

MESC Account 1266877 / 000

Michigan Employer Account 0123548778

Name *** MUNIS 2003 New Gui Database ***

Addr 1 MUNIS WAY

Addr

City MUNIS TOWN St VA Zip 10000-9999

Magmedia: /u/munisdb/2003_se7/spooldir/prmimagm.001

mn45062 – LA State Income Tax calculation change

Payroll Tax Table F/M (prtaxtbl)
Accrual History Entry (praccent)
Generate Earnings/Deductions (prgenddp)
Employee Update (prempupd)
Earnings/Deductions Proof (prpyddpf)
Earnings/Deductions F/M (prpyrlfm)

The calculation method for Louisiana State Income Tax has changed to conform with State regulations. To facilitate this change, several modifications have been made in MUNIS, primarily the use of tax tables and alteration of the data required in the calculation screen. Specific documentation on the new calculation has been sent to Louisiana sites.

mn45097 -- Time Entry Using MUNIS OnLine

Time/Attendance Entry (prtimatt)
Payroll Status/Start/Charge (prstatus)
Location Code F/M (prlocatn)

If your site purchases MUNIS Online, your employees can enter their own time records online and that information will pull into the MUNIS Time/Attendance Entry program.

Active employees using MUNIS Online can access this option through the “Employees” portion of the website. An employee must select “Services”, then “Employee Settings”, and “Time Entry”. The employee is transferred to the “Employee Time Entry” page where the employee’s salary is listed by Job Class. **Note:** The Pay Types that display in MUNIS Online are those with Calc Codes that calculate based on an hourly or daily rate (valid Calc Codes include: 01, 02, 03, 04, 11, 12, 21, 31, 61, 62, 90, and 93). Pay Types should also display on the *Recurring* screen in Employee Job/Salary F/M (select the *Recurring* side menu option in MUNIS to access).

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

Employees SERVICES OPTIONS SPECIAL

EMPLOYEE TIME ENTRY

SCULLY, DANA D

DIRECTOR OF FINANCE	Quantity	Dates (use mm/dd/yyyy)
VACATION	8 Hours	01/20/2003 to 01/20/2003
SICK PAY	0 Hours	to

RJC FBI X-FILES	Quantity	Dates (use mm/dd/yyyy)
RJC ADDITIONAL HOURLY	0 Hours	to
RJC OVERTIME	5.25 Hours	01/27/2003 to 01/27/2003
VACATION	0 Hours	to
SICK PAY	16 Hours	01/30/2003 to 01/31/2003
PERSONAL TIME	0 Hours	to
Sum Quantity	29.25 Total	

Submit Time

Once the employee has entered the hours worked, they select the “Sum Quantity” button to total the units. The records entered are passed to MUNIS, and a message is returned; “# of records successfully submitted”.

- If an error is encountered in the process, the employee is informed and records are not submitted into MUNIS Time/Attendance Entry.
- If the employee has entered no “Sum Quantity” and “Submit Time”, a message displays; “No time entry records submitted”.
- If no “Time Entry Run” and “Time Entry Warrant” are found for the employee’s pay Location in Location Code F/M, an error message displays; “Missing warrant on location. See your supervisor to correct”.
- If the Final Proof has been completed for the active payroll “Run” and “Warrant”, a message displays; “Payroll proof has already been completed. See your supervisor”.
- If the Employee Update has been completed for the active “Run” and “Warrant”, a message displays; “Payroll employee update has been completed. See your supervisor”.

- If the “Start Date” and “End Date” are both blank on a pay record, the payroll dates are pulled from Payroll Status/Start/Charge and are listed as the “From” and “To” dates in the Daily Time and Attendance detail record.
- If the “Start Date” is blank, but the “End Date” is populated, the “End Date” is used as the “Start Date”. Similarly, if the “End Date” is blank but the “Start Date” is not, the “Start Date” is used in both places. If the date range is invalid (“End Date” occurs before the “Start Date”), the “Start Date” is used as the “End Date”.

MUNIS checks whether a header record should be created, or if a detail record can be added to an existing header record. MUNIS also checks for a Time & Attendance Header record for the “Run”, “Warrant”, and “Location” where the clerk is listed as “MUNIS”, the Batch Type is “1”, the batch hasn’t been posted, and the batch status is not “In Progress” or “Approved”. If no batch meets the requirements, a batch is added. If a qualifying batch header is found, the batch number is used and then the detail record is added.

Setup Requirements:

Location Code F/M

Two new fields have been added to Location Code F/M; “Time Entry Run” and “Time Entry Warrant”. These new fields are used by MUNIS OnLine Employee Time Entry to determine the active payroll Run and Warrant for a particular Location (from Employee Job/Salary F/M). These fields may be manually updated for each Location, or populated using the new “T/A Locations” *Switch* option in Payroll Status/Start/Charge (details follow).

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

LOCATION CODE FILE MAINTENANCE - DEVELOPMENT PRIMARY DATABASE

Action

Exit

Location Code: RJC

Short Desc: RJC LOCA

Long Desc: RJC LOCATION

Local Tax Deduction: ☐

Payroll Entity Code: ☐

Time Entry Run: 7 BIG BIG PAYROLL

Time Entry Warrant: rjc050

1 of 1

NUM OVR

Payroll Status/Start/Charge

A new side menu option has been added to this program, *T/A Locations*. This new functionality mirrors *T/A Users*, except instead of switching Time and Attendance employees to the active payroll Run and Warrant, it switches Locations to that payroll Run and Warrant.

After selecting the *T/A Users* option, a screen displays where Locations can be entered or updated that use MUNIS OnLine Employee Time Entry. Enter the Location and select *Switch* to make the current Run and Warrant the active payroll for the Locations displayed. The active payroll Run and Warrant displays in the "Time Entry Run" and "Time Entry Warrant" fields in Location Code F/M. The location information is stored by Run type and Location, so the next time a payroll Warrant is started using the same Run type, these Locations will exist in the *T/A Locations* side menu screen. The Locations may be updated or changed as appropriate, and then the *Switch* side menu option selected.

***TA Location* side menu option screen**

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

PAYROLL SETUP & RUN STATUS - * MUNIS 2003 New Gui Database *****

Run 1
Description MAIN PAYROLL
Warrant 87857

Location	Description

1 of 1

Switch active run/warrant for listed codes. No records found which satisfy the selection criteria. NUM OVR

mn45098 – Beneficiary by Deduction feature added

Employee Master F/M (prmaster)

Employee Deductions F/M (prempded)

An employee's beneficiary can now be attached to a deduction through Employee Master F/M and Employee Deductions F/M. To support this enhancement, a "Deduction" field has been added to the Dependents screen of both programs. Use the new "Deduction" field to indicate the deduction associated with the beneficiary chosen.

To access the new "Deduction" field, the "Beneficiary" field in the Dependent screen must be check marked. Please see the instructions below on how to access and utilize this new field.

Employee Master F/M:

- Select the 3rd Screen of Employee Master F/M.
- Click the *Dependents* side menu for the Dependents browse screen to appear (or click the “Dependents” checkbox field and click on the folder beside the field to access).
- When a specific dependent is selected, double click on their line item for the Dependent screen to appear (or click the *Add* or *Update* bottom button to access). **Note:** To access the “Deduction” field in the Dependent screen, the “Beneficiary” field must be check marked.
- Use the “Deduction” field to indicate the deduction associated with the beneficiary chosen (see screen example below).

Employee Deductions F/M:

- A *Beneficiaries* side menu has been added to the program.
- Select the *Beneficiaries* option for a browse screen to appear.
- When a specific dependent is selected, double click on their line item for the Dependent screen to appear (or click the *Add* or *Update* bottom button to access). **Note:** To access the “Deduction” field in the Dependent screen, the “Beneficiary” field must be check marked.
- Use the “Deduction” field to indicate the deduction associated with the beneficiary chosen (see screen example below).

	Last	First	Init	Suffix
Dependent Name	JONES	TIMOTHY	A	
Social Security No	216-87-0131	DOB	04/12/1960	Gender M
Relationship	<input type="checkbox"/> CHILD	<input type="checkbox"/> Student	<input checked="" type="checkbox"/> Beneficiary	
		Deduction	6100	CHILD SUPPR
Address Line 1	1 UNIVERSITY AVE			
2				
City	ORONO	State	ME	Zip Code 04133
Effective Date				
Comment				

1 of 3

mn45101 – Created additional mid-cycle raise function

Generate Earnings/Deductions (prgenddp)

Updated program to subtract from the correct base pay if an accrual pay is added during a mid-cycle raise. To support this enhancement, an additional mid-cycle raise function has been created in MUNIS. When an employee record is posted, two period pay records are now created for both cycles (as in Generate Earnings/Deductions and Earnings Deductions F/M).

To set up the system for this calculation:

- The field “Process Mid-Cycle Raises” in the Payroll Control File must be check marked.
- When adding the record in Vendor Import (Time/Attendance Entry, then select *Vendor Import* side menu) a date range is added for one day only. **Note:** This process updates the employee’s base pay for a Cat “3”, Calc Code “90” pay type (vacation or overtime pay). Note the “Effective Date” of the pay types and “Hourly Rate” for this employee before and after updating.
- *Execute* the record in Generate Earnings/Deductions.
- In Time/Attendance Entry, select the *Vendor Import* side menu. Import or add employee records for the Cat “3”, Calc Code “90” pay type for one given day with the hours.
- Verify that the date is within the payroll “Start” and “End” dates. Note the date entered in relation to the effective date on the employee’s pay record. If the date is before the effective date but within the payroll “Start” and “End” dates, then *Move* the payroll and the older rate displays. If the date is after the effective date but within the payroll “Start” and “End” dates, then *Move* the payroll and the newer rate displays.
- After selecting the *Move* side menu in Time/Attendance Entry, select “No” from the pop up screen and the rate from the employee pay records will be used.
- When the Generate Earnings/Deductions screen is called, select “Yes” to subtract from the base pays.
- After the generate is complete, verify the records in Earnings/Deductions F/M using the *C=Pay* side menu option.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

PAYROLL CONTROL FILE - * MUNIS 2003 New Gui Database *****

Action

2nd Screen

Exit

Check Options:

- ☒ Print Employee # on Checks/Adv
- ☐ Fiscal YTD Gross on Check Stub
- ☒ Separate Print Task for Dir. Dep
- ☒ Rollup Time and Attendance Pays
- ☒ Print Name on Check/Advice Stub
- ☒ Direct Deposit Net = zero
- ☐ Marital Status/Exempt on Stubs

Print Annual Salary on Stub Yes (Base Pay/Primary Job Only) ☐

Check Date or Period End on Stub Period Ending Date ☐

Generate Options:

- ☒ Inc Zero Pay Lines in PR Gen
- ☒ Permit Balloon Payrolls
- ☐ Use Check Loc. For PR Location
- ☒ Gen Remain Sal when Remain Pay=1
- ☒ Include Emps with Pay=0 in PR Gen
- ☒ Multi-level Gen in PR Generate
- ☒ Process Mid-Cycle Raises

☒ Use Annual Tax Tables

☒ Maintain Fiscal YTD Accumulators

Default Employee Mail Code (Scr4) 7 ☐

State Code for Retirement System MA ☐

Payroll File Maint Sort Seq 1 ☐

☒ Allow Defer Auto-Recalc in EDFM

☒ Maintain Inception Accumulators

MAIL SORT 2, HOME ADDRESS

MASSACHUSETTS

EMPLOYEE NUMBER

Go to second screen.

NUM **OVR**

mn45160 – Access to the Encumber field

Pay Type Code F/M (prpaytyp)

The “Encumber Remaining Pay” field is now accessible in Pay Type Code F/M, even if “G/L Account” is selected in the “Encumbrancing Default” field of the Payroll Control File. Previously, this field was not accessible if “G/L Account” was selected in the Payroll Control File.

mn45239 – E-mail Direct Deposit Advices

Employee Master F/M (prmaster)

Payroll Check Processing (prchecks)

Additional fields have been added to the system to allow 3rd party vendors the information required to e-mail direct deposit advices. **The e-mailing process itself does not happen in MUNIS.** The new fields are used to populate the information for “Record 4” of the check

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

export file. Therefore, option “X” in the “Check/Advice Format field” of the Payroll Check Processing program must be selected during the printing process in order to utilize these fields.

To support this enhancement, a new field, “Advice Del”, has been added to the 3rd Screen of the Employee Master program. A Help feature is listed beside this field and can be used to select the advice delivery method. The available options for selection in the Help feature are “Print Only”, “E-mail Only” or “Both Print and E-Mail”. The “E-mail” field specifies the address of where the Advice is sent. The employee’s “E-mail address” and “Advice Delivery” method both come from the Employee Master F/M.

For A/P vendors, the e-mail/fax address for the export files is located in the “Contact 1” E-mail and Fax fields from A/P Vendor Maintenance. The advice delivery method is set to “Print Only” at this time for A/P vendors.

For Payroll Vendors, the e-mail/fax address for the export files is located in the “E-mail” and “Fax” field from Payroll Vendor Maintenance. The advice delivery method is set to “Print Only” at this time for Payroll Vendors.

EMPLOYEE MASTER F/M - *** MUNIS 2003 New Gui Database ***

Action

1st Screen

2nd Screen

4th Screen

Addresses

Contacts

Dependents

Phone Data

Menu

Text

Dates

Exit

Employee 1 JONES, TOM P 123-22-1223

Address 1 MAIN ST Other Addresses

City PORTLAND Other Phone Numbers

State WA Zip Code 04103 Dependents

City Code Emergency Contacts

Supervisor 30 ADAMS, LARRY Cafeteria Plan

Spouse 0 Sick Leave Bank

Home Phone 207-773-2535 Resident

Prior Name

E-Mail tjones@munis.com

Advice Del Both Print and E-Mail

1 of 57

1 of 57

Return to screen 1. NUM OVR

mn45316 -- New Online Benefits Enrollment program: Enrollment Section F/M

Enrollment Section F/M (pmenrsec)

A new Benefits Enrollment processing module has been created allowing employees to enroll for benefits using MUNIS OnLine. Please see your MUNIS Sales Representative for more information.

mn45317 -- New Online Benefits Enrollment program: Enrollment Choices F/M

Enrollment Choices F/M (pmenrddc)

A new Benefits Enrollment processing module has been created allowing employees to enroll for benefits using MUNIS OnLine. Please see your MUNIS Sales Representative for more information.

mn45318 -- New Online Benefits Enrollment program: Enrollment Restrictions F/M

Enrollment Restrictions F/M (pmenrres)

A new Benefits Enrollment processing module has been created allowing employees to enroll for benefits using MUNIS OnLine. Please see your MUNIS Sales Representative for more information.

mn45319 -- New Online Benefits Enrollment program: Employee Enrollment F/M

Employee Enrollment F/M (pmempenr)

A new Benefits Enrollment processing module has been created allowing employees to enroll for benefits using MUNIS OnLine. Please see your MUNIS Sales Representative for more information.

mn45331 – Changes to the Journal *Define* screen

Overview: Several enhancements have been made to the program.

G/L Distribution Journal/Upd (prjournal)

- 1) The “Posting Date” field on the main screen has been changed to “G/L Effective Date”, and is now located in both columns. The journal entries now have two independent effective dates, instead of one date for both sets of journals.
- 2) A new field, “Split Between G/L Periods”, has been added to the main screen. When checked, access is provided to the second column. When first selecting the field, the second column “G/L Effective Date” defaults from the first column, but can be changed.
- 3) A “Period” month field has been added to the program and is located beside the “Period” field. The “Period” month is pulled automatically from G/L Parameters F/M.
- 4) To change the “Year”, “Period” and “G/L Effective Date” fields in the program, your ID Code Permission in the General Ledger must be set to “Y”es in the “Accounting Period Override” field. If the “Year” and “Period” does not match the current “Year” and “Period” in G/L Parameters F/M, a warning message now appears. If your permission is set to “N”o and the “Year” and “Period” does not match the current “Year” and “Period” from G/L Parameters F/M, a message now appears saying the “Year” and “Period” is defaulting from G/L Parameters F/M.

G/L DISTRIBUTION JOURNAL/UPD - *** MUNIS 2003 New Gui Database ***

☒ Split Between G/L Periods

Reference	<input type="text"/>	Reference	<input type="text"/>
G/L Eff Date	05/01/2003 <input type="button" value="Calendar"/>	G/L Eff Date	<input type="text"/> <input type="button" value="Calendar"/>
Year	2003	Year	<input type="text"/>
Period	1 JUL	Period	<input type="text"/>
Percent	100.00 <input type="button" value="Decimal"/>	Percent	<input type="text"/> <input type="button" value="Decimal"/>

mn45332 – New options for Remaining Salary Listing report

Overview: The program is located under:

D) End of Period Functions

A) End of Period Processing

G) Payroll Encumbrancing

5) Remaining Salary Listing

Remaining Salary Listing (prremrpt)

Two new fields have been added to the program:

- 1) The new field, “Report Option”, is used to select between two different reports - “Earnings History First” (new report option) or “Employee Pay First” (old report option).
- 2) The new field, “Include only active employees”, is used when only active employees should be included on the report.

REMAINING SALARY LISTING - *** MUNIS 2003 New Gui Database ***

Action

Define

Seg-find

Exit

Starting Date 07/01/2002

Ending Date 06/30/2003

Report Option

☒ Earnings History First

☐ Employee Pay First

Account Option

☒ Full G/L accounts

☐ Org/Object/Project

Sort Option

☒ G/L Account

☐ Employee Name

☒ Include only active employees

Location Range to 2222

Org Range to 22222222

Define report options.

NUM OVR

mn45342 – Bank description added to Employee Deductions F/M

Employee Deductions F/M (prempded):

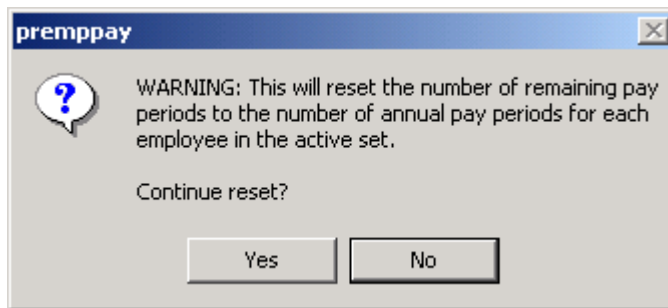
A Help feature has been added to the “Dir Deposit Bank” field. The same information displays when selected and now includes the bank transit number and check digit. However, after a selection is made on the Help browse screen, only the bank description appears in the program.

Code	Amount per Hour from Emp Ded
1	TEST BANK - 21127001 - 4
BNK	BANK CODE TABLE - 21127001 - 4
BOA	BANK OF AMERICA - 11122211 - 7
FLT	FLEET BANK - 12345678 - 0

mn45345 – Warning message added to Z=Reset Pays

Employee Job/Salary F/M (prempay)

A warning message now displays when the side menu Z=Reset Pays is selected (see warning message below). The option defaults to “No” but “Yes” can be chosen.



mn45348 – Menu names updated to match program names

Vacation/Sick Table F/M (pracctbl)
Manual Check Reconciliation (prchkhis)
Bond Purchase/Register (prbndrgu)
Payroll Exceptions F/M (prdedexm)
Employee Master F/M (prmaster)
Employee Benefits History F/M (pmbenhis)

The menu names of the programs have been updated to match the program names (as listed above). This provides clarification when searching for programs.

mn45352 – New report option in Earnings/Deductions F/M

Earnings/Deductions F/M (prpyrlfm)

A new report option (option K) has been added to the *Global* side menu screen in Earnings/Deductions F/M. The screen consists of two deduction ranges that search within a current payroll when defined. In addition, there are the typical range definitions for “Loc”, “Org” and “Group/BU”.

When the fields are defined, the new report checks all employees in the current payroll with earnings greater than “0”, and displays the employees that do not have deductions within the defined ranges. If an employee does not have deductions within the range(s) specified, then they are listed on the report with the omitted range listed after the employee name. If no deductions are defined in the two ranges, both ranges are listed after the name.

The report only checks for the existence of a deduction, not the amount withheld, so an employee may have a deduction with a “0” dollar amount withheld in the payroll and that deduction will not appear on the report.

New Option K screen:

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

PAYROLL EARNINGS/DEDUCTIONS FILE MAINTENANCE - *** MUNIS 2003 New Gui Database ***

Action

Define

Output

Exit

Deduction 1000 to 2000
3000 to 4000

Location to ZZZZ

Org to ZZZZZZZZ

Group/BU to ZZZZ

Check Message Lines

HAVE A WONDERFUL WEEKEND

1 of 55

Define criteria for omitted Deductions in the active payroll.

NUM OVR

Omitted Deduction Report:

6/16/2003		*** MUNIS 2003 New Gui Database ***		PAGE 1
2:11:09		OMITTED DEDUCTION REPORT		prpyr1fm
Run 1	Warrant 578788	Omitted Deductions 1000 to 2000 5000 to 6000		
EMP	NAME	OMITTED DED		
-----	-----	-----		
1	JONES, TOM P	5000 to 6000		
2	SMITH, SUSAN	5000 to 6000		
6	JONES, JILL	5000 to 6000		
7	SMITH, BOB B	5000 to 6000		
10	HANSON, BETH	5000 to 6000		
27	SMITH, JOHN S	5000 to 6000		
28	LESTER, MARLA	1000 to 2000		
		5000 to 6000		

mn45359 – Time and Attendance modifications

Payroll Control File (prctlfil)

Time/Attendance Entry (prtimatt)

Generate Earnings/Deductions (prgenddp)

Previously, when a payroll was moved into Time/Attendance, the accrual history records did not subtract from the employee's base pay, causing an incorrect payroll. The program has been modified to now subtract the employee accruals from the base pay records correctly and the complete calculation now displays on the report.

To set up the process for the new calculation, functionality has been added to the Time/Attendance *Move* process, which rolls up Time/Attendance record into one *C=Pay* line from Earnings/Deductions F/M. This functionality is used if all Time/Attendance records are rolled up into one. For records to be rolled up, they must be similar. The records must have the same pay type, G/L account, job class and rate.

The roll-up for accrual records works differently. To conserve the integrity of the accrual history records, an accrual pay record must have the same type, class and rate, (etc., as listed above) and also be for consecutive days. If the two records are not for the same day or are one day off (before or after), the record will not be rolled-up.

To facilitate this change, a roll up option has been added in the Payroll Control File.

Payroll Control File screen:

PAYROLL CONTROL FILE - * MUNIS 2003 New Gui Database *****

OK
Help
Cancel

Check Options:

- ☒ Print Employee # on Checks/Adv
- ☐ Fiscal YTD Gross on Check Stub
- ☒ Separate Print Task for Dir. Dep
- ☒ Rollup Time and Attendance Pays
- ☒ Print Name on Che
- ☒ Direct Deposit Ne
- ☐ Marital Status/Ex

Print Annual Salary on Stub No

Check Date or Period End on Stub Period Ending Date

Generate Options:

- ☒ Inc Zero Pay Lines in PR Gen
- ☒ Permit Balloon Payrolls
- ☒ Include Emps with
- ☒ Multi-level Gen i

mn45364 – Combined Batch Type “2” Time and Attendance Reports

Time/Attendance Entry (prtimatt)

The Batch Type “2” – Work Schedule Time Entry report has been modified in Time/Attendance Entry. A new screen has been added to offer more options when outputting Batch Type “2” records. The three new options are listed below:

Report Option ☐ Detail
 ☒ **Summary**

☒ Include adjustment records in report.

☒ Total by location.

Field	Description
Report Option	Use to print records by date or totals. Select the “Detail” option to print a detail line for each date that has been generated in Batch Type 2 Time and Attendance records. Choose the “Summary” option to display only the total amounts, which include employee subtotals and totals, batch totals and report totals. Two other totals are included based on the other options explained below. These totals are also included in the “Detail” option.
Include adjustment records in report	Check mark the field to combine the <i>X=Adjustment</i> records as an adjustment. The adjustments are specified as such and include the reason code and notes from the entry. The adjustments are listed in date order. After the subtotal line, an adjustment subtotal line with the total adjustment hours is printed. In addition, the adjustment hours are included in the employee totals. If the box is not check marked, no record appears in the “Detail” or “Summary”.
Total by location	Displays the location total, similar to the batch total. However, it may span multiple batches. This option may cause the batches to be reported out of order but it ensures that the location total is only reported once per location. The total lists individual pays and number of hours for each pay type reported for this location. For the report to print as it did previously, define “Detail” for the “Report Option” field and leave the check boxes blank.

mn45380 – Active status change to Inactive in Employee Master F/M

Employee Master F/M (prmaster)

On the main screen of Employee Master F/M, a popup screen has been added when the employee status is changed from “A”ctive to “I”nactive. The popup screen asks; “Set all Deductions and Accruals to Inactive?” and a “Choice” field is listed beside the question. The “Choice” field defaults to “N”o but can be changed to “Y”es if all employee deductions and accruals should be changed to Inactive. After defining the “Choice”, click the side menu options *OK*, then *Execute*, to perform the chosen action.

If “Y”es is defined in the “Choice” field, the “Active” checkboxes are uncheck marked (for “No”) in Employee Accruals F/M and Employee Deductions F/M screens. If any errors occur during this process, a message displays listing which deductions or accrual types experienced the error. All records with errors must be fixed manually. Records with no errors are updated automatically.

The screenshot shows the 'EMPLOYEE MASTER F/M - *** MUNIS 2003 New Gui Database ***' window. On the left is a blue sidebar with buttons: Action, Define, Execute, and Exit. The main area displays employee information: Employee Number 1, Social Security No 123-22-1223, and a list of primary positions. A red-bordered popup dialog box is centered over the list. The dialog has a title bar and contains the text 'Set all Deductions and Accruals to Inactive?' with a 'Choice' field set to 'N'. At the bottom of the dialog are 'Action' and 'Choice' labels. The status bar at the bottom of the main window shows '1 of 57' and 'Define choices.'.

mn45413 – New program -- Early Teacher Leave Payout

Overview: The program is located under:

D) End of Period Functions

A) End of Period Processing

V) Early Teacher Leave Payout

Early Teacher Leave Payout (prearllv)

This new program is used to calculate the amount owed a teacher who leaves mid-year. The date and calendar fields are used in the program to determine the amount owed to the teacher.

Field	Description
Emp#, Last Name, First Name, Middle Initial	Required field. Employee number for the teacher. Use the Help feature beside the field for easy access. Once the number is entered, their name appears automatically.
Contract Start Date	The teacher's first accountable contract date. Use the calendar feature beside the field to select a date.
Termination Date	The teacher's termination date of employment. Use the calendar feature beside the field to select a date.
Default Calendar	An active calendar may be used in Employee Job/Salary F/M but if you do not use calendars and do not want to attach a calendar to every employee, a master calendar can be set up in Personnel Calendar F/M. The program locates that calendar if entered in the <i>Define</i> screen. This calendar should not be used

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

	for any other processing if it is not attached to employees.
--	--

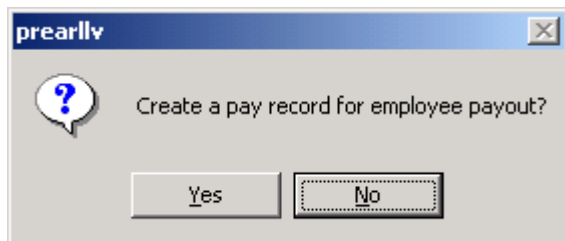
After entering the field information, click the *OK* button. A popup screen displays with the calculated rate information. Change the data by selecting the *Update* icon, or by clicking <U> for Update.

The screenshot displays the 'EARLY TEACHER LEAVE PAYOUT' window. On the left is a blue sidebar with an 'Action' menu containing 'Payout', '1Scr', and 'Exit'. The main area shows employee details: Emp # 30, Last ADAMS, First LARRY. Below this are dates: Contract Start Date 01/01/1997 and Termination Date 06/01/2003. A 'Default Calendar' dropdown is set to '1' with the label 'ELEMENTARY TEACHER'. A red rectangular box highlights a popup window titled 'Calculated Rate Information'. This popup contains the following fields: 'Daily Rate' with value 130.3947, 'Days Worked' with value .00, 'Amount Earned' with value .00, 'Amount Paid' (empty), and 'Amount Owed' (empty).

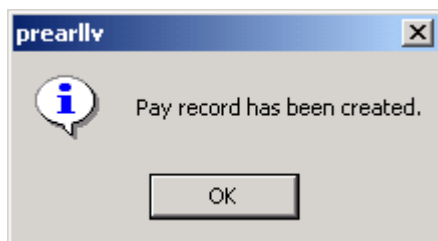
Payout Use the *Payout* side menu option to list the “Paycode”, “Start Date” and “End Date” of the payout. The “Paycode” must be a valid calc code “60” pay type. The “Start Date” must be greater than or equal to the employee’s termination date. The “End Date” defaults to the “Start Date” but can be changed to a date greater than or equal to the “Start Date”. When *Payout* is selected, the screen below displays.

Paycode	525	60 COACH FLAT AMT
Start Date	06/01/2003	
End Date	06/01/2003	

After the data is entered, the popup screen below appears.



If “Yes” is chosen, a pay record is added to Employee Job/Salary F/M and a popup screen displays. Click OK to complete the process.



Output Creates a detail report that displays job and pay detail information for all jobs and pays in earnings history greater than the contract start date.

mn45530 – New mag media format for Florida Unemployment

FL Unemployment Rpt/Mag Media (prflunem)

- New fields have been added to the program: Tax Rate, Submitter Name, Contact Name, Phone, E-Mail and Fax.
- The fields “Mag Media Option” and “Computer Type” have been removed.
- The “Report Option” field now has radio buttons beside the “Detail” and “Summary” options.

- The mag media has been updated to be compliant with the latest revision of Florida Unemployment.

FL UNEMPLOYMENT RPT/MAG MEDIA - 2003 TEST DATABASE

Action

Define

Exit

Report Quarter/Year 1 / 2003

Report Option Detail

Taxable Wage Limit 45,000.00

Tax Rate 10.00

Account Number 0000525 Suffix 525

Federal EIN 000152211

Unit Code

Submitter Name CITY OF OVERPRICED HOUSES

Contact Name ATILA THE HUN

Phone 2077812260 Ext 4423

E-Mail jlo@overrated.com

Fax 2077813585

Employer Name CITY OF OVERPRICED HOUSES

Address ONE HERE

Washington County HG 11021-3333

Excluded Pay Types 334 to 334

Define the options for 'Output'.

NUM OVR

mn45536 -- Accrual export added to Kronos

Overview: Two new functions have been added to the program.

Kronos WFC Export F/M (krwfcexp)

1) Export to Mag Media:

The new *Accrual Export* side menu option adds the capability to *Output* employee accrual balances by accrual types for mag media or import to Kronos.

A set of employees for export must first be defined on the main screen. The *Accrual Export* screen is then used to define an effective date and three “Accrual Type” ranges.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

If an employee has more than one job and their accruals are job-based, then more than one record can be in the defined set. An employee who has non-job-based accruals should have only one record in the defined set.

In the Accrual Export screen, use valid Accrual Types “0” – “9”. The first range is required but all ranges may be set to “0”. The starting range values must be less than or equal to ending range values. The ranges are used to determine which accrual types to print.

2) Word and Excel Exports:

Word and Excel export functionality has been added to the program. Use the functions to export records to Microsoft Word or Excel programs. Please refer to any user manual for more information regarding export functionality.

mn45543 – New County Code

Overview: A new county option has been added to the Civil Service Report.

Civil Service Report (prnysrp)

The new County Code is “CG – Chenango County” and can be accessed through Earnings/Deductions Proof, by selecting Proof Option “I – Civil Service Report” and then *Output* for the Civil Service Report screen to display.

On the screen, enter “CG” in the “County Code” field for Chenango County or use the Help feature beside the field to select. When this new option is chosen, a new report displays specific to Chenango County.

CIVIL SERVICE REPORT - * MUNIS 2003 New Gui Database *****

Entity: []

Retirement Code: []

County Code: WE WESTCHESTER COUNTY

Report Title: CIVIL SERVICE REPORT

☒ Signature Text

Location Range: [] to 2222

Org Range: [] to 22222222

BR	BROOME/TILOGA COUNTY
CG	CHENANGO COUNTY
NA	NASSAU COUNTY
WE	WESTCHESTER COUNTY

Re-Order Find Next 2000 Prev 2000 Select Exit

NUM OVR

mn45553 – Enhanced W-2c programs

Print W-2c Forms (prw2cppt)

Create W-2c Records (prw2cgen)

W-2c F/M (prw2cmnt)

Print W-2c Forms:

- A new W-2c Form option has been added to the program for Box 14-Y of the W-2c Form. The new form option is, “1545 – W2C 2 up form”, and can be selected from the “W2-C Form” field. The old form, “1545-B - Previous W2C 2 up form”, can still be selected from the “W-2C Form” field.

Create W-2c Records:

- Box 14-Y description now displays correctly after a *Generate* is complete.

W-2c F/M:

- Box 14-Y description now displays correctly on the *2scr*;
- The field, “Third-Party Sick”, has been added to the *2scr*;
- Updates can only be performed in the “Corrected” Third-Party Sick field.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

PRINT W-2C FORMS - *** MUNIS 2003 New Gui Database ***

Options
Define
Align
Exit

W-2c Year: 2002

Entity Code: [blank]

Employer EIN: 012112121

Employer Name: MUNIS LIVE DATABASE

Employer Address: 1 MUNIS WAY
NEW YORK NY 10000-9999

W2-C Form: 1545-B

Sort Order: 2 EMPLOYEE NAME

State Option: 1

Selection Criteria:

Criteria	From	To
Location	[blank]	2222
Work Loc	[blank]	2222
Employee	0	999999
Name	[blank]	222222

Define report parameters NUM OVR

mn45556 – New ICESA Format to report unemployment

Overview: All states that use ICESA Format can use this new feature. The program can be set up by MUNIS specifically for your state.

Disability/Unemployment Report (prdunrpt)

The option to create a generic unemployment mag media format for State quarterly reporting is now available in this program. A new side menu option has been added to support this enhancement - *ICESA Format* (ICESA: Interstate Conference of Employment Security Agencies). When selected, the hard-copy report lists the wages for the quarter and provides a breakdown of the taxable wages and the wages above the taxable limit. The mag media file is automatically created when *Output* is selected. The path and filename display on the bottom of the screen.

Currently, the ICESA Format is only used by Ohio, South Carolina and Colorado. The program can be set up specifically for your state. Contact MUNIS if you wish to utilize this new function.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

Magnetic Media tape specifications that can be selected for your site:

Code A - Transmitter Record

Code B - Authorization Record

Code E - Employer Record

Code S - Employee Record

Code T - Total Record

Code F - Final Record

DISABILITY/UNEMPLOYMENT REPORT - * MUNIS 2003 New Gui Database *****

Action
Define
Exit

Report Quarter/Year 1 / 2003
Weeks Worked 20
Reporting State ME MAINE **Int Due** 12.00
Taxable Wage Limit 10.00 **Pen Due** .00
Federal EIN 000254877 **Tot Due** .00
Account Number 24678725 **Tax Rate** .00000
Plant Code 000
Blocking Factor 01
Seasonal Status to

Name *** MUNIS 2003 New Gui Database ***
Address 1 MUNIS WAY
MUNIS TOWN ME 10000 9999
Contact
Tel (000) 000-0000 **Ext** 0

Location to 2222 **Excluded Pay** to

Define the options for 'Output'. NUM OVR

Field	Description
Report Quarter/Year	Required field. Select from options 1, 2, 3 and 4 to report the quarter. 1=JAN-MAR 2=APR-JUN 3=JUL-SEP 4=OCT-DEC
Weeks Worked	Number of weeks worked in the reporting quarter.
Reporting State	Required. Enter the two digit State code to be reported. Use the Help feature beside the field for options.
Taxable Wage Limit	Required. The maximum amount of taxable wages per

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

	employee for the year.
Federal EIN	Required. Federal Employer Identification Number.
Account Number	Required field. Number assigned by ODJFS. No dashes used.
Plant Code	Number assigned by ODJFS for multiple plant charging.
Blocking Factor	For mag media only. Minimum blocking factor must be at least 01 and maximum must be no greater than 25.
Seasonal Status	Personnel Status for seasonal employees on the mag media.
Name, Address, Contact, Tel, Ext.	Required fields. The employer name and address information
Location	The primary Location ranges to include on the report and mag media.
Excluded Pay	Pay type ranges that are excluded from the report and mag media.
Int Due	Enter the total interest due.
Pen Due	Enter the total penalty due.
Tot Due	Enter the total amount due.
Tax Rate	The Ohio Unemployment insurance tax rate.

mn45569 – New fields in OH PERS Retirement Mag Media

OH PERS Retirement Report/Mag (prohreti)

Two new fields have been added to the Mag Media; “New/Change Code” and “Terminated/Leave of Absence Code”. They are located in position 73 and 74 of the Mag Media.

mn45578 – Check Position Control records on an update

Employee Job/Salary F/M (prempay)

In Employee Job/Salary F/M, a new screen displays in the program if various fields are changed (i.e.: Location, Group/BU, G/L Org, etc.), and no longer match the Position Control record. This automatic ‘crosscheck’ has now been limited to base pay types only, instead of always performing the check.

If fields are changed in Employee Job/Salary F/M, the new screen asks “Update Position Control With These New Values” and if check marked for “Yes”, the fields are updated in the Position Control record.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

EMPLOYEE JOB/SALARY F/M - 2003 TEST DATABASE

OK
Cancel

Emp # 131 Last CORLEONE First VITO
SSN 565-23-9878 Active Status A

Current Salary

From Job Pay Record		From Position Control	
Job Class	02SP	Job Class	02SP
Location	ROB2	Location	ROB2
Group/BU	HB	Group/BU	HB
Allocation	12	Allocation	0
G/L Org		G/L Org	2600
Object		Object	0110
Project		Project	
FTE %	1.0000	FTE %	1.0000

☒ Update Position Control With These New Values

1 of 1

Check box to apply these new values to the Position Control.

NUM OVR

mn45580 – Report name change and report added in Employee Training

Training Forecast Report (pmtrnrpt)

Training Hours Completed Rpt (pmtrnhp)

- The name for the Training Course Report program has been changed to Training Forecast Report. Functionality remains the same; only the name has changed.
- A new report option has been added to Employee Training; Training Hours Completed Report. This program produces a report that lists the number of hours employees have completed in a defined time period, based on Org, Loc, Job Class and Group B/U ranges. The option of defining the report for a single employee is available and a “Detail” or “Summary” report may be selected.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

TRAINING HOURS COMPLETED REPORT - 2003 TEST DATABASE

Action

Define

Exit

Start Date 05/01/2003

End Date 06/01/2003

Report Option D Detail

Single Employee ☒ 9900 AERIGAN, NANCE E

Org to ZZZZZZZZ

Loc to ZZZZ

Job Class to ZZZZ

Group/BU to ZZZZ

Define the options for 'Output'.

NUM OVR

Field	Description
Start Date, End Date	Required field. The start and end date is used to track the course hours earned.
Report Option	Required field. Use to select a “Detail” or “Summary” report. Defaults to “Detail” but can be changed. The Summary report lists employee names and numbers as well as number of course hours completed. The Detail report lists employee names and numbers; the courses completed (type, area), course descriptions, dates completed and hours for each course.
Single Employee	Required field if the report is to be run for a single employee. Checkmark the field and enter the employee number using the Help feature beside the field. Once the employee number is selected, their name appears beside the field.
Org, Loc, Job Class, Group/BU	Employees are selected from the defined ranges of Org, Loc, Job Class and Group/BU. The field defaults to ZZZZ

	if left blank but specific data can be entered.
--	---

mn45593 – Type and Resolution fields enhanced in Grievance F/M

Grievance F/M (pmgrieve)

Grievance “Type” and “Resolution” types may now be added without leaving the Employee Grievance F/M program. Folders have been added beside the fields and when selected, the program automatically transfers to the Payroll Miscellaneous Code F/M. The option to *Add* a type; *Cancel* the Add and *Exit* back to Employee Grievance F/M is available. Or *Cancel* the Add and proceed to other Payroll Miscellaneous Code F/M actions.

The “Stage” table below the screen now sorts Grievance Process Stage Details by “Date”, rather than by Process Stage.

The screenshot displays the 'EMPLOYEE GRIEVANCE F/M - 2003 TEST DATABASE' window. On the left is a vertical menu with options: Action, Scroll, Detail, Emp Inq, Text, and Exit. The main area contains several input fields: Case, Date, Type (highlighted with a red box), Last, First, M, Employee, SSN, Location, Group/BU, Supervisor, Issue, Issue Date, Emp Involved, Union Rep, Arbitrator (highlighted with a red box), Article, Resolution (highlighted with a red box), Resol Date, Total Cost, Stage, Date (highlighted with a red box), Due, and Completed. At the bottom, there is a 'Stage' table with columns for Stage, Date, Due, and Completed. The status bar at the very bottom includes the text 'Next/Previous screen of records.', a 'NUM' button, and an 'OVR' button.

mn45594 – New program - W2-c Mag Media

Overview: The program is located under:

D) End of Period Functions

A) End of Period Processing

F) W-2/1099-R Processing Menu

J) W-2 C Programs

G) Create Magnetic Media

Create Magnetic Media (prw2cmag)

A new W-2c Magnetic Media program creates a file in the MMREF format that reports to the Federal government. This new programs functions similarly to the existing W-2/1099 Magnetic Media program. The file can be transferred to a diskette or tape and submitted to the IRS instead of printed material. This program only prints records for W-2c F/M that have been modified. If no changes have been made for an employee in W-2c F/M then the employee is not reported. The file created is maintained in the spool directory.

The information in the mag media file is from the data entered in this program or is from W-2c F/M. We obtain the information for W-2c F/M if changes were made to the W-2 record. The fields in the mag media layout correlated with the fields in W-2c F/M.

W-2C MAGNETIC MEDIA - *** MUNIS 2003 New Gui Database ***

Action

Define

X=Employer

Contact

Exit

Reporting Year: 2003

Format Code: MMREF W2-C Mag Media

Output File: Test

/u/munisdb/2003_se7/spooldir/Test

☒ CR/LF at end of each record

☐ Section 457 Deferred Comp Plan

Selection Criteria:

Location to ZZZZ

Work Loc to ZZZZ

View/Define Contact information. NUM OVR

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

Field	Description
Reporting Year	The year of W-2 or 1099-R activity.
Format Code, O	The format code. Click the Help feature beside the field for a list of valid entries. Selection of this code determines whether the magnetic media is for Federal or State, whether it is tape or disk, 1099-R or W2.
Output File	Name of the Output file to be created.
CR/LF at end of each record	Normally "N", enter "Y" to put a carriage return at the end of the record.
Section 457 Deferred Comp Plan	If the organization has a non-qualified deferred comp plan, identify whether or not it is a Section 457.
Selection Criteria	The Selection Criteria consists of two ranges, "Location" and "Work Loc". For all records to be reported, leave field as defaulted, "blank" - "all-z".

Define Use to input the parameters necessary to create the magnetic media file.

X-Employer Use to define the employer and transmitter/submitter information used in the mag media.

The screenshot displays a software interface for defining employer and transmitter information. It features two main sections: "Employer Information:" and "Transmitter/Submitter Information:". Each section contains fields for EIN, Name, Address, and a state/zip code combination. The "Employer Information:" section has a "Entity Code" field at the top. The "Transmitter/Submitter Information:" section is identical in structure to the employer section. The form is set against a yellow background.

Entity Code []

Employer Information:

EIN 000123454

Name *** MUNIS 2003 NEW GUI DATABASE ***

Address 1 MUNIS WAY

MUNIS TOWN NY 10000-9999

Transmitter/Submitter Information:

EIN 001346545

PIN []

Name *** MUNIS 2003 NEW GUI DATABASE ***

Address 1 MUNIS WAY

MUNIS TOWN NY 10000-9999

Contact Use to define and view the contact person for the Federal government.

The screenshot shows a window titled 'W-2C MAGNETIC MEDIA - *** MUNIS 2003 New Gui Database ***'. The window has a menu bar with icons and a toolbar. On the left is a blue sidebar with buttons labeled 'Action', 'Define', and 'Exit'. The main area is yellow and displays 'Reporting User: 9889'. Below this is a section titled 'Contact Information:' with the following fields: 'Name' (TEST CONTACT), 'Phone' (2071234567), 'Ext.' (12), 'Email' (test@munis.com), and 'Fax' (empty). At the bottom, there are two radio buttons for 'Notification': 'Email/Internet' (selected) and 'Postal Service'.

Exit Returns to the W-2 C PROGRAMS menu.

mn45696 – Use dock hours for accrual calculation

Employee Update (prempupd)

Earnings/Deductions F/M (prpyrlfm)

The program has been updated to subtract an employee's Dock Pay from their Base Pay before the accrued hours are calculated for Earnings Method 01, 02 and 03 accruals. Previously, the Dock Pay was not subtracted from the Base Pay and the employee would accrue benefits on the Dock Pay time. To set up the system for a correct calculation, various programs must have specific data set up. Listed below are the programs and fields that require data for the calculation:

Vacation/Sick Table F/M

- The "Accrual Type" must be set up as Earn Method 3 and the "Earning Method" field should be "3 – Earn all or none within payroll".
- Click on the folder in the "Earning Method" field and set up the Accrual Units. List the hours and earn units for the accrual.

Pay Type Code F/M

- The pay types for Base Pay, Vacation Pay, and Dock Pay must have Impact Accruals set as "1 – Add", for Vacation, Sick and Earn Method 3 accruals.

Employee Job/Salary F/M

- Each pay type (Base Pay, Vacation Pay and Dock Pay) must be added to the employee record.

Employee Accruals F/M

- Each accrual type (Vacation, Sick and Earn Method 3) must be added to the employee record.

Earnings/Deductions F/M

- In the *C-Pay* screen of the employee record, enter the “Hrs/Days” for each pay type (Base Pay, Vacation Pay and Dock Pay). The “Totals” column lists the calculated total amount.

Earnings/Deductions Proof and Employee Update

- Run the Earnings/Deduction Proof and Employee Update to view the correct accumulation located in Employee Accruals F/M.

Employee Accruals F/M

- In the employee record, each accrual type should display the “Earned” and “Used” calculation. The Dock Pay is subtracted from the Base Pay correctly.

mn45728 – Period End Date used instead of Check Date

OH Police/Fire Ret Report/Mag (prohpfrs)

- The Period End Date is now used instead of the Check Date when selecting history for the report and mag media.
- Three “Excluded Pays” ranges have been added to the screen. A total of 6 pay types can now be excluded on the report/mag media.
- A “Use Schedule Hours” field has been added. Checkmark the field to indicate if the report should include schedule hours.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

OHIO POLICE & FIRE RETIREMENT REPORT - *** MUNIS 2003 New Gui Database ***

Action
Define
Earnings
Exit

Report Dates 01/01/2003 to 06/01/2003
Report Option ☐ Summary ☒ Detail
Report Frequency Q QUARTERLY
Number Pay Cycles Weekly 4 Biweekly 0
Employer Code OHP

Location to 2222
Org to 22222222
Police Job Class to 2222
Fire Job Class to 2222

Retirement Deds 1000 to 9952
Salary Reduc Deds 2001 to 4000
Fringe Benef Deds 1001 to 9950

Excluded Pays 169 to 990
Sched Hrs Pays 118 to 995

☒ Use Scheduled Hours

Define the options for 'Output'. NUM OVR

mn45744 – Suppress SSN in Time/Attendance Entry

Time/Attendance Entry (prtimatt)

An employee's Social Security Number can now be suppressed in Time/Attendance Entry. The option to suppress the SSN is defined at the user level with a flag on the user "ID Code Permissions" screen.

To support this enhancement, a new field has been added to the Payroll/Personnel section of ID Code Permissions; "View Time and Attendance SSN". Set the new field to "N", for the SSN to be suppressed and display as "000-00-0000". **Note:** This enhancement applies to all users except Super Users. The Super User status overrides this new flag.

Payroll/Personnel ID Code Permissions screen

The screenshot displays the 'ID CODE PERMISSIONS' window for the 'MUNIS 2003 New Gui Database'. The window has a blue sidebar with buttons for 'Action', 'Restrictions', 'Categories', 'g=ChgHist', and 'Exit'. The main area is titled 'Payroll/Personnel' and contains several input fields and checkboxes. A red box highlights the 'Payroll Super User' checkbox. Another red box highlights the 'View Time and Attendance SSN' checkbox. A callout box with a red arrow points to these fields, stating: "Payroll Super User" and "View" fields must be set to "N" for SSN to be suppressed. Below the callout, there is a table of permissions for digits 0-9 and 'U'. The table has two columns: 'Payroll Run' and 'Personnel Super User'. The 'Payroll Run' column has checkboxes for digits 0-9 and 'U'. The 'Personnel Super User' column has checkboxes for digits 0-9 and 'U'. The 'View Time and Attendance SSN' checkbox is also highlighted with a red box. The status bar at the bottom shows 'Enter Org/Location/Pay/Deduction restrictions.' and buttons for 'NUM' and 'OVR'.

	0	1	2	3	4	5	6	7	8	9	U
Payroll Run	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Super User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time/Attendance Entry screen

DAILY TIME AND ATTENDANCE - * MUNIS 2003 New Gui Database *****

Run 1 Warrant 87857 Batch 1 From 06/07/1999 To 12/31/9999

Dup ☐ From 06/07/1999 To 12/31/9999 Absence ☐ N

Emp # 301 **SSN** 000-00-0000 **ANDERSON, BETSY**

Job Class SUB **SUBSTITUTE TEACHER**

Pay Type 160 **31 SUBST. DAILY RATE**

Quantity 40.00 **A AMOUNT**

Allocation **Org** 01320111 **Obj** 51010 **Proj**

Teacher's Salaries

Location 131 **FINANCE**

Reason

Notes

Work Order

Sub Emp # **SSN**

Job Class

Pay Type

Quantity

Allocation **Org** **Obj** **Proj**

Record(s) added. 1 of 1

NUM OVR

When the "Emp #" or the "Sub Emp #" is entered, the SSN field displays as "000-00-0000" and cannot be accessed.

Time/Attendance Entry report (*Output after adding employee record*)

The screenshot shows a window titled 'pager' with a menu bar and a toolbar. On the left is a blue sidebar with buttons: 'Exit', 'Next Page', and 'Previous Page'. The main area displays the report output. At the top, it shows the date '06/25/2003', time '16:47:44', and the title '*** MUNIS 2003 New Gui Database TIME & ATTENDANCE PROOF LIST'. Below this, it shows 'USER: lhebert', 'LOC: 131', 'BATCH: 4', 'RUN TYPE: 1', and 'WARRANT: 87857'. The main table has columns: 'EMP #', 'SSN', 'NAME', 'FROM DATE', 'TO DATE', 'JOB', 'PAY', and 'QU'. The first row of data is '46', '000-00-0000', 'BRADY, TOM', '07/01/03', '07/01/04', 'SCOT', '100'. A red box highlights the SSN field, and a red arrow points from a callout box to it. The callout box contains the text: 'The employee's SSN is suppressed when the fields in ID Code Permissions are set to "N'o.'

EMP #	SSN	NAME	FROM DATE	TO DATE	JOB	PAY	QU
46	000-00-0000	BRADY, TOM	07/01/03	07/01/04	SCOT	100	

mn45745 – Sort and Total by Loc

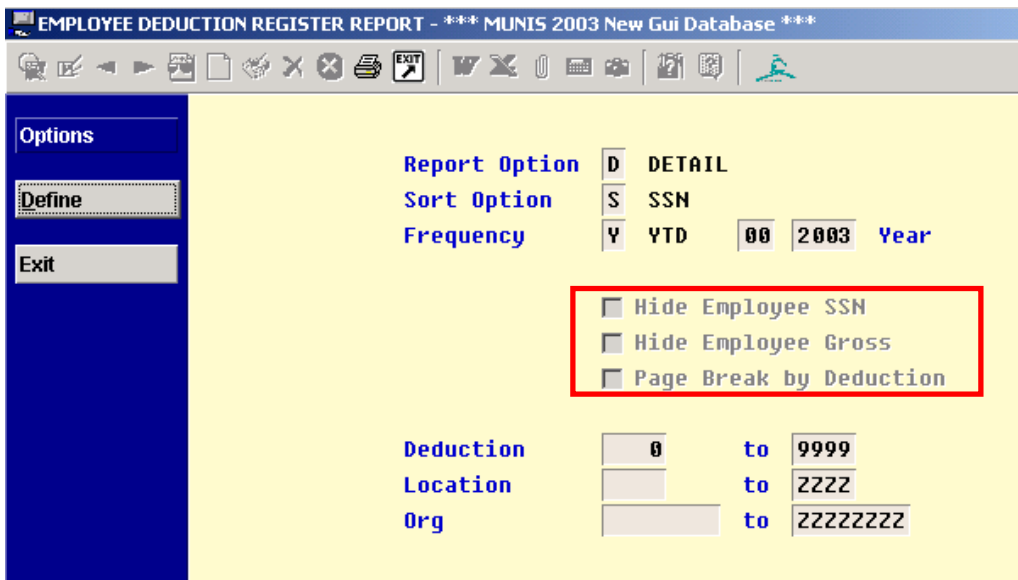
Insurance Report (prinsrpt)

The report can now sort employee totals and their deduction amounts by “Location”. Enter the “Location” for the employee information to display in the second section of the report.

mn45919 – Hide SSN and salary in Employee Deduction Register

Employee Deduction Register (prdedreg)

- The option to “Hide Employee SSN” and “Hide Employee Gross” is now available on the Employee Deduction Register report. New checkboxes have been added to the *Define* screen for these options.
- When the new fields are check marked, the respective columns display as blank for each employee line on the report. The report still prints the employee gross amounts in the Summary and Grand Total columns of the report, regardless of the “Hide Employee Gross” field.
- The “Page Break by Deduction” option has been updated on the *Define* screen from a “Yes/No” character field to a checkbox option.



EMPLOYEE DEDUCTION REGISTER REPORT - *** MUNIS 2003 New Gui Database ***

Options

Define

Exit

Report Option D DETAIL

Sort Option S SSN

Frequency Y YTD 00 2003 Year

☐ Hide Employee SSN

☐ Hide Employee Gross

☐ Page Break by Deduction

Deduction 0 to 9999

Location to 2222

Org to 22222222

mn45947 – Column added to include Job Class

Actions Inquiry (pmactinq):

“Job Class” and “Annual Salary” columns have been added to the Personnel Actions Inquiry report.

mn45955 – New calculation for interest in Employee Interest F/M

Employee Interest F/M (pnempint)

The program can now be used to define specific deduction ranges and time periods to calculate interest on employee pension contributions, interest amounts, and employee adjustment records.

mn45956 – Added Word/Excel functionality

Pension Employee Maintenance (pnempmst)

Pension Employee Interest Maintenance (pnempint)

This program has been enhanced to include both Word and Excel functionality. Use the new features to export records to Microsoft Word or Excel programs. Please refer to any user manual for more information regarding export functionality.

mn45999 – RSA-1 Deductions only

AL Retirement Report/Mag Media (pralreti)

Employees who have only an “RSA-1 Deduction” but not a regular “Retirement Deduction” are now included in the report and RSA-1 Mag Media.

mn46049 – SSN is no longer required in Applicant F/M

Applicant F/M (atappmnt)

The “SSN” is no longer a required field in the program, when adding an applicant. An applicant can be added to the system even if their SSN is not available. Skip past the “SSN” field for a “dummy” SSN to automatically appear in the format “APP-00-0001”. Once the valid SSN is obtained from the applicant, it can be updated in Applicant Name/Address F/M (atnamadd) using the “SSN Update” side menu option. **Note:** Please see work order mn44842 in this document for more details regarding the changes in Applicant F/M.

Applicant F/M screen:

P/M APPLICANT MAINTENANCE - * MUNIS 2003 New Gui Database *****

OK
Help
Cancel

Req # 1 - 02
SSN APP-00-0001
Last Name SAMPLE
First Name TOM
Mid Initial Suffix
Phone 1
Phone 2
Address
Notes
E-Mail
Status N
Reason Code
Reason Notes
Retain Until
Hold Job Fam
Applicable Date 04/15/2003
Current Employee
Former Employee
Criminal Record
U.S. Citizen
Birth Date
Ethnicity
Gender
Marital Stat
Dependents
Veteran
Other
Referral
Avail Start
Min Rate/Sal
Min Benefits
Entry Date 04/15/2003 Ihebert

Name Suffix. NUM OVR

mn46076 – Updated G/L Summary Proof

Overview: Various enhancements have been made to the Earnings/Deductions Proof program.

Earnings/Deductions Proof (prpyddpf)

- Modified Proof Option “O - Summary Proof By GL Account” to include employee records with manual allocations entered in the payroll, for accurate information to display on the Earnings/Deductions Proof.
- Increased the number of deductions allowed to print when Proof Option “O - Summary Proof By GL Account” is used. Previously, the maximum was only 75 deductions for the same Org/Obj/Proj for base pay.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

- Modified Proof Options “K – G/L Pay Distribution Detail” and “O - Summary Proof By GL Account” to accept larger allocation numbers (i.e.: 6 digit numbers).
- More detail lines have been added when Proof Option “A – Final Proof” is used for voided payrolls with allocations that have many accounts. Previously, the maximum number of detail lines was 75.

mn46124 – “Default Rate” column added to report

Employee Accruals Report (praccrpt)

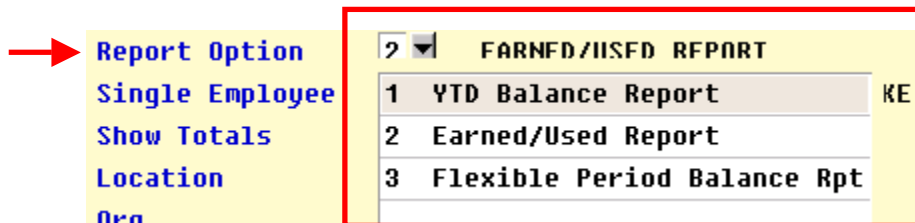
A new column, “Default Rate”, has been added to Report Option “1 – YTD Balance Report”. This new column displays the employee’s “Units To Earn” according to their current “Service Months” from Vacation/Sick Table F/M, based on the Accrual Type, Table and Accrual Date indicated on the header accrual record in Employee Accruals F/M.

SOY	EARNED	USED	EMPLOYEE	DEFAULT				
BALANCE	YTD	YTD	BALANCE FACT	RATE LIABILITY	RATE	LIMIT		
.0000	2280.0000	2268.00	12.0000	1.00	.00	.00	.0600	12.00
** END OF REPORT **								

mn46144 – Show history for accrual table change

Employee Accruals Report (praccrpt)

- 1) A Help feature has been added to the “Report Option” field. Use to select from the options listed below:



Report Option

Single Employee

Show Totals

Location

Area

Report Option	Report Description	Key
1	YTD Balance Report	KE
2	Earned/Used Report	
3	Flexible Period Balance Rpt	

- 2) The “Single Employee” name display has been expanded from 23 characters to 30.
- 3) A new field has been added to the screen, “Print past table detail”, which affects Report Options “1 - YTD Balance Report” and “2 - Earned/Used Report”. Previously, if an employee’s accrual header was updated to a new accrual table, the employee’s past table detail history could only be viewed in Employee Accruals F/M using the *History* side menu option. The history can now be viewed in Employee Accruals Report as well.

Check mark the new field “Print past table detail” to include the employee’s past table’s detail history according to the “Date Range” defined, regardless of whether the table is currently attached to that employee. **Note:** The “Print detail history” field must be check marked to access this new field.

EMPLOYEE ACCRUALS REPORT - *** MUNIS 2003 New Gui Database ***

OK
Help
Cancel

Report Option 2 EARNED/USED REPORT

Single Employee ☒ 34 CHRISTENSON, MIKE

Show Totals ☐ Sort Order 2 BY NAME

Location to 2222

Org to 22222222

Group/BU to 2222

Active Status A ACTIVE

Accrual	Print
1 VACATION	<input checked="" type="checkbox"/> Print SSN
2 SICK	<input type="checkbox"/> Print liability column
3 PERSONAL	<input type="checkbox"/> Print rate column
4 COMPENSATION TIME (SALARI	<input type="checkbox"/> Accrual limit
5 BEREAVEMENT LEAVE	<input type="checkbox"/> Accrual factor
6 LEAVE OF ABSENCE	<input type="checkbox"/> Include zero balances
	<input type="checkbox"/> Page break on location
	<input type="checkbox"/> Page break on employee
	<input checked="" type="checkbox"/> Print detail history
	<input checked="" type="checkbox"/> Print past table detail

Date Range 01/01/2002 to 01/01/2002

Check to include past accrual table detail history (tables in hi...)

NUM OVR

mn46154 – Maintenance to Generated reports

Florida Retirement Report/Mag Media (prflaret)

Several enhancements have been made to the program making it easier to update generated records.

- 1) Generated records can now be added and updated, by using the *Adjustments* and *View/Maintain* options. Previously, only adjusted records could be updated.
- 2) When a record is added or updated, it is not possible to impact associated records in the *Adjustments* screen. If associated records exist with different information, the system requires that the new information be manually updated in each record.
- 3) After a *Generate* is performed, you can now start an adjustment record, leave the program, and return later without losing the data. However, if the *Generate* option is selected **after** the adjustment, the data created is lost and must be reentered.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

FLORIDA RETIREMENT REPORT - 2003 TEST DATABASE

Action

Exit

Emp # Last First

SSN

Work Period

Check Date (MM/YYYY) /

Plan Code

Deduction

Adjustment Code

Class Code

Position Number

Employee Wages

Employee Contribution

Employer Contribution

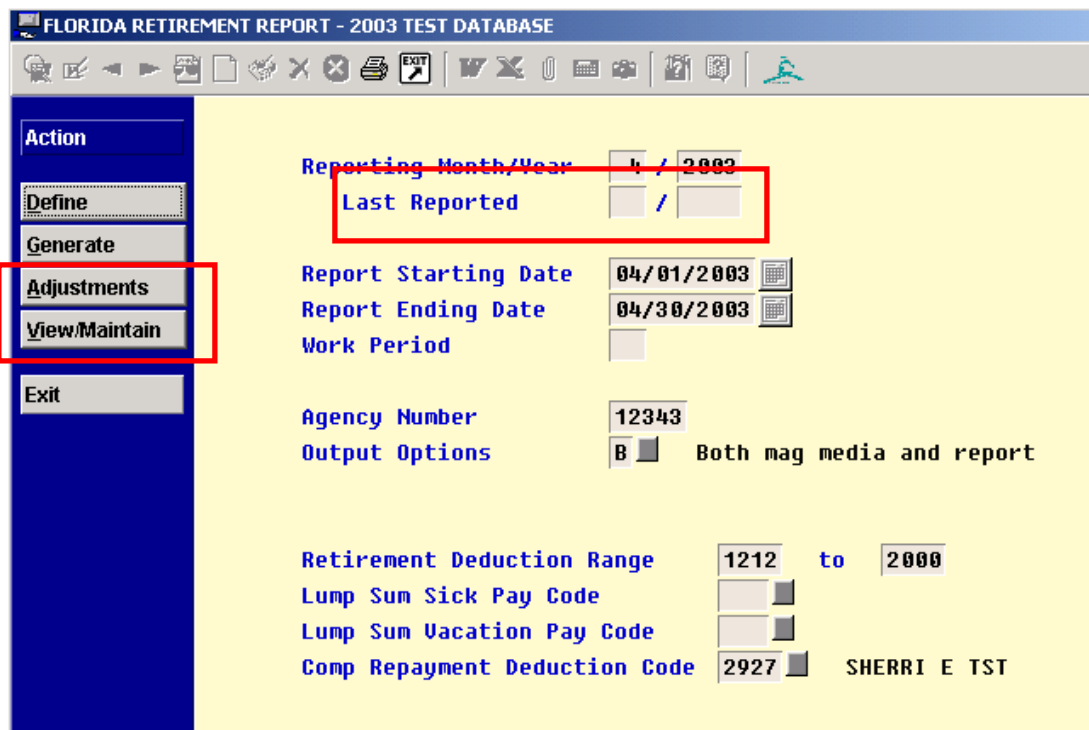
Leave Hours

Create/Maintain adjustment records. No records found which satisfy the selection criteria. NUM OVR

- 4) A “Last Reported” field has been added to the main screen. The new field lists the last records generated. The field has been added to help determine whether to generate records for the last reported month or simply perform adjustments on existing records.
- 5) The *X=Adjustments* side menu option has been changed to *Adjustments*. The *Emp Adjustm* side menu has been changed to *View/Maintain* because when selected, the Florida Retirement Maintenance program displays.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel



FLORIDA RETIREMENT REPORT - 2003 TEST DATABASE

Action

Define

Generate

Adjustments

View/Maintain

Exit

Reporting Month/Year

Last Reported

Report Starting Date

Report Ending Date

Work Period

Agency Number

Output Options

Retirement Deduction Range

Lump Sum Sick Pay Code

Lump Sum Vacation Pay Code

Comp Repayment Deduction Code

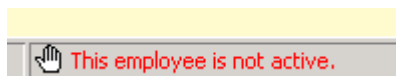
1212 to 2000

2927 SHERRI E TST

mn46164 – Warning message for inactive substitute teachers

Time/Attendance Entry (prtimatt)

A warning message now displays if an inactive **substitute** teacher is added to a Time/Attendance record. Previously, the warning only displayed for inactive teachers (not substitutes). Now only employees with an “Active” status from Employee Master F/M can be added to the program. This enhancement applies to standard and substitute employee entries.



mn46216 – Exclude scheduled hours from total hours

Deduction/Benefit Master F/M (prdedmst)

A new deduction Calculation Code has been added: “31 – Amount per hour from scheduled hrs”, which computes the scheduled hours separately from the total hours. The information listed below explains how to set up and process the new deduction and new exclusion code specific to Calc Code “31”.

■ Set up for the New Deduction:

In the Deduction/Benefit F/M program, set up a deduction as usual. Use Calc Code “31” and be aware that the amount in the “Empe Amt/Pct” and “Empr Amt/Pct” field is considered a rate (see screen example below):

DEDUCTION/BENEFIT FILE MAINTENANCE - 2003 TEST DATABASE

Action	Deduction	8067	Short Desc	TEST CC31	Abbrev	TEST C
2nd Screen	Priority	8067	Long Desc	TEST CC31		
Insurance	Insufficiency	M	MANDATORY (MUST BE RESOLVED)			
W=Objects	Calc Code	31	AMOUNT PER HOUR FROM SCHEDULED HOURS			
Exceptions	State Code					
Y=Expenses	Local Code					
Z=Escrow	Tax Table Type	3	BOTH PAY			
Copy	Empe/Empr	3	BOTH PAY			
Exit	Expense Org/Obj	0111	mts exp obj			
	W/H Org/Obj	20900	OTHER W/H			
	Empe Amt/Pct	.0300	Empr Amt/Pct	.0500		
	Empe Limit	.00	Empr Limit	50.00		
	Limit Type	1				
	Check Type	N	NO CHECK			
	W2 Code		Ck/Invoice Entity			
	Start Date	01/01/1900	Vendor Number	0		
	End Date	12/31/9999				

1 of 1

Display second screen of deduction master data.

NUM OVR

The Deduction “8067” example lists a Calc Code “31” deduction. **Note:** The amounts in the “Empe Amt/Pct” and “Empr Amt/Pct” fields are defaulted. When the record is processing, the amount/percentage used is pulled from the Employee Deduction F/M record.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

The next step is to assign the new deduction to an employee. In the Employee Deductions F/M program, add the deduction to an employee record. In the detailed examples below, the defaults in the Deduction/Benefit F/M are used.

EMPLOYEE DEDUCTIONS - 2003 TEST DATABASE

Action

2nd Screen

Copy

X=Address

Y=Bond

Z=Escrow

Garnish

Insurance

Opt Life Ins

Text

Mass Update

Global

V=Date Browse

Beneficiaries

Exit

Emp # 2733 Last BRACE First ADAM

SSN 476-55-2222 Location RMH Group/BU FIRE Active Status A

Deduction 8067 TEST CC31

☒ Active

Start Date 01/01/1900

End Date 12/31/9999

Calc Code 31 AMOUNT PER HOUR FROM SCHEDULED HOURS

Factor 1.0000

Marital Status

Exemptions 0

Employee Amt/Pct .0300 Employer Amt/Pct .0500

Employee Limit .00 Employer Limit 50.00

Deduction Cycles ☒ 1 ☒ 2 ☒ 3 ☐ 4 ☐ 5

Dir Deposit Bank

Account Number

Prenote N

☒ Checking

☒ Savings

8 of 10

Display second screen of employee deduction data.

NUM OVR

■ Processing the deduction:

When deductions with Calc Code “31” are processed within a payroll, all scheduled hours from all pay records are added together. **Note:** Regular deduction exceptions do not apply to the sum of scheduled hours. The sum is always the sum of all scheduled hours per employee per pay check. The only exception is the new deduction exclusion process type “6”, which is explained below in section **Exclusion process type 6**.

Example 1:

Using the above deduction example, employee Adam Brace has the following base pay setup:
Pay 100 base Rate: \$21.63 Hrs: 80 Scheduled Hrs: 70 Amount: \$1730.40

With the following deduction amounts:

Ded 8067 Gross: \$1730.40 Empe Amt: \$2.10 Empr Amt: \$3.50

Example 2:

Adding additional pay hours does not affect the deduction, though it does increase the deduction gross:

Pay 100 base	Rate: \$21.63	Hrs: 80	Scheduled Hrs: 70	Amount: \$1730.40
Pay 800 extra	Rate: \$21.63	Hrs: 8	Scheduled Hrs: 0	Amount: \$173.04

With the following deduction amounts:

Ded 8067	Gross: \$1903.44	Empe Amt: \$2.10	Empr Amt: \$3.50
----------	------------------	------------------	------------------

Example 3:

Subtract from base records also do not affect the scheduled hours:

Pay 100 base	Rate: \$21.63	Hrs: 72	Scheduled Hrs: 70	Amount: \$1557.36
Pay 300 vaca	Rate: \$21.63	Hrs: 8	Scheduled Hrs: 0	Amount: \$173.04
Pay 800 extra	Rate: \$21.63	Hrs: 8	Scheduled Hrs: 0	Amount: \$173.04

With the following deduction amounts:

Ded 8067	Gross: \$1903.44	Empe Amt: \$2.10	Empr Amt: \$3.50
----------	------------------	------------------	------------------

■ **Exclusion process type 6**

A new exclusion process has been added to specifically work with Calc Code “31” deductions. The new exclusion, “Subtract Pay Hours From Scheduled Hours”, is used to specify pay ranges where the hours from the pays is subtracted from the scheduled hours for the specific deduction. The deduction process never allows the total scheduled hours to fall below “0”, so a negative deduction is not possible.

Exclusion Example:

An exclusion for Deduction “8067” excludes the pay hours from any accrual pays ranged from 200 to 500. Apply this exclusion using example 3 above:

Pay 100 base	Rate: \$21.63	Hrs: 72	Scheduled Hrs: 70	Amount: \$1557.36
Pay 300 vaca	Rate: \$21.63	Hrs: 8	Scheduled Hrs: 0	Amount: \$173.04
Pay 800 extra	Rate: \$21.63	Hrs: 8	Scheduled Hrs: 0	Amount: \$173.04

With the following deduction amounts:

Ded 8067	Gross: \$1903.44	Empe Amt: \$1.86	Empr Amt: \$3.10
----------	------------------	------------------	------------------

The 8 hours from pay 300 is subtracted from the total scheduled hours used for the Deduction: $70 - 8 = 62$. Calculate the deduction amounts using 62 hours.

mn46236 – Accrual balance in Time/Attendance Entry

Time/Attendance Entry (prtimatt)

Accrual balances now display for employees with “Absence” records in Time/Attendance Entry. This functionality is used to evaluate an employee’s accrual time before their hours are entered. The records are a combination of all Time and Attendance batches and records previously generated in the payroll. To display the accrual balance in the program:

- Enter an employee record in Time/Attendance Entry.
- In the “Absence” field, enter “Y”es for the accrual pay type.
- Enter the pay type.
- If the impact code for the pay type is “2” or “3”, the program locates the accrual type in Employee Accruals F/M and pulls in the accrual balance in Time/Attendance Entry. **Note:** The numbers in the report reflect a combination of all Time and Attendance batches and the records previously generated in the payroll.
- The accrual balance and description display across from the “Pay Type” field (see screen example below). **Note:** The accrual balance changes according to the “Quantity” amount entered in the record.

The screenshot displays the 'DAILY TIME AND ATTENDANCE' window. The form includes the following fields and values:

- Run:** 1
- Warrant:** 25987
- Batch:** 3
- From:** 06/01/2003
- To:** 07/01/2003
- Dup:** ☐
- From:** 06/01/2003
- To:** 07/01/2003
- Absence:** Y
- Emp #:** 35
- SSN:** 443-54-4443
- BRUNEL, RANK**
- Job Class:** POL POLICE DETECTIVE
- Pay Type:** 300 VACATION
- Quantity:** 8.00
- Allocation:** A
- Org:** 01210001
- Obj:** 51000
- Proj:**
- Full Time Salaries**
- Location:** 131 FINANCE
- Reason:**
- Notes:**
- Work Order:**
- Sub Emp #:**
- SSN:**
- Job Class:**
- Pay Type:**
- Quantity:**
- Allocation:**
- Org:**
- Obj:**
- Proj:**

A red arrow points from the text box 'The accrual balance and description.' to the 'VACATION 12.0000' field.

- If the accrual balance is a negative amount, it displays in red. A warning message also displays at the bottom toolbar, “WARNING: Accrual balance less than zero” (see screen example below).

The screenshot shows the 'DAILY TIME AND ATTENDANCE' form in the MUNIS 2003 New Gui Database. The form is titled 'Run 1 Warrant 25987 Batch 4 From 06/01/2003 To 07/01/2003'. It displays employee information for ADAMS, LARRY, including job class (TEACHER), pay type (VACATION), and quantity (10.00 HOURS). The accrual balance is shown as -10.0000 in red. A warning message 'WARNING: Accrual balance less than zero.' is displayed in the bottom toolbar. Red boxes and arrows highlight the negative accrual balance and the warning message.

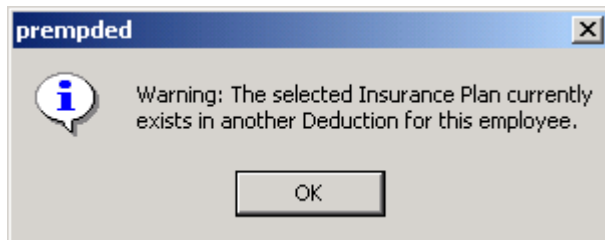
mn46354 – Warning added for duplicate insurance “Plan”

Employee Deductions F/M (prempded)

A warning message now displays on the main screen and the *Insurance* side menu screen when the same insurance plan is added to more than one deduction. The program checks for duplicate insurance plans when a deduction is added or updated.

The warning message on the main screen states; “The Plan on the Insurance screen currently exists in another Deduction for this employee”. The warning message on the *Insurance* side menu screen states only that there is a duplicate Insurance Plan (see warning message below).

The warnings can be overridden and the insurance plan added to the deduction by clicking OK to continue.



mn46369 – “Use Scheduled Hours” field added

Washington Retirement File Maintenance (prwamain)

OH Police/Fire Ret Report/Mag (prohpfrs)

AL Retirement Report/Mag Media (pralreti)

A “Use Scheduled Hours” field has been added to the programs for the option of using scheduled hours in the report. Select to include schedule hours by check marking the checkbox in the field. If the option is selected, the pay range is not required for the report. The new field and the program locations are listed below:

- Washington Retirement File Maintenance: Select the *Generate* side menu option for the *Generate* popup screen to display. The “Use Scheduled Hours” field is located in the popup screen.
- OH Police/Fire Ret Report/Mag: The “Use Scheduled Hours” field is located above the “Sched Hrs Pay” field.
- AL Retirement Report/Mag Media: The “Use Scheduled Hours” field is located above the “Sched Hrs Pay” field. Please see the screen example below:

AL Retirement Report/Mag Media screen:

Retirement Deduction by Membership Class			
04	1000	to	1000
10	2000	to	3000
11	4000	to	5000
12	6000	to	7000

mn46406 – Default added to Accrual End Date

Earnings/Deductions F/M (prpyrlfm)

When adding an accrual to the *C-Pay* side menu screen, after entering an amount for the “Hours/Days”, the Accrual Detail History popup screen displays. This popup screen has been enhanced to default the “To” date to the just entered “From” date. After the “From” date is entered, tab to the “To” field for the date to default to the “From” date. This enhancement saves time when entering the date because most employee accruals are entered for one day only. The “To” field can be changed if needed.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

PAYROLL EARNINGS/DEDUCTIONS FILE MAINTENANCE - * MUNIS 2003 New Gui Database *****

Action
Exit

Employee: 21 - EVERS, KIM
Job: ADPT
Accrual Type 1 VACATION **UOM:** HOURS
Table 1 CITY

SOY Balance 0.00 **Earned To Date** 0.00
Avail Balance -16.00 **Used YTD** 16.00
Current Used 16.00

ACCRUAL DETAIL HISTORY

From	To	Used	Reason
06/08/2003	06/08/2003	16.0000	2 ACCRUAL USED

Record(s) updated. 1 of 1
1 of 1

NUM OVR

mn46423 – New screen appears for Salary Analysis Report

Overview: The program has a new appearance making it more organized and easier to use. Please see the program description and screen below for details.

Salary Analysis Report (pravgsal)

- The “Report Option” field has been updated with Radio Buttons to select from options, “Summary” or “Detail”.
- A Help feature has been added to the “Salary Type” field and displays the full name of the option selected in the field.
- The “Recurring Pay Table” field has been updated from a “Y”es/“N”o option selection to a checkbox. Checkmark the checkbox to display the Recurring Pay Table on the report.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

SALARY ANALYSIS REPORT - *** MUNIS 2003 New Gui Database ***

Options
Define
Exit

Report Option ☐ Summary
☒ Detail

Salary Type

☒ Recurring Pay Table

Job Class to

Location to

Org to

Change report options. NUM OVR

mn46439 – Only “Active” accrual balances now print on check

Payroll Check Processing (prchecks)

The program has been updated to print only “Active” employee accrual balances on the employee’s check stub or check advice. The accrual must be listed as an “Active” status in Employee Accruals F/M to print on the checks. Any status, other than “Active” will not print.

mn46442 – Tax Rate field updated in FL Unemployment program

FL Unemployment Rpt/Mag Media (prflunem)

The “Tax Rate” field has been updated to accept a rate between and including “0” and “100” percent (i.e.: 100% = 100.00).

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

FL UNEMPLOYMENT RPT/MAG MEDIA - *** MUNIS 2003 New Gui Database ***

Action
Define
Exit

Report Quarter/Year 1 / 2003
Report Option ☒ Detail
☐ Summary
Taxable Wage Limit 2,000.00
Tax Rate 100.00
Account Number 0000120 Suffix
Federal EIN 012344456
Unit Code
Submitter Name
Contact Name
Phone Ext
E-Mail
Fax
Employer Name *** MUNIS 2003 New Gui Database ***
Address 1 MUNIS WAY
MUNIS TOWN MA 10000-9999
Excluded Pay Types to to to to

Define the options for 'Output'. NUM OVR

mn46503 – KY CERS Installment Deductions

Overview: The program now offers two methods when defining which data to select for “Retirement” and “Installment Deductions”. Also, the “Installment Deductions” field ranges have increased to five ranges.

KY CERS Monthly Report (prkymagm)

Previously, the field “Use Period Ending Date” was used to define the ending date of both “Retirement” and “Installment Deductions”. This field has been replaced with “Report by” and is located in each deduction independently for clarification. The Employee Amount, Employer Amount, Install Payment and Gross Wages from Employee Accumulators are now correctly reflected in gathering the data from the new “Report by” options.

Radio buttons are now used to select a specific option within the new fields. A copy of the screen and field descriptions are listed below:

CERS Monthly Report screen:

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

CERS MONTHLY REPORT - *** MUNIS 2003 New Gui Database ***

Month/Year 06 / 2003 JUN

Retirement Deduction 7000 to 7000

Report by ☒ Payroll End Date
☐ Check Date

Installment Deduction 7100 to 7100

Report by ☒ Included Payrolls
☐ Check Date

Output Type M Magnetic Media

Sort Sequence ☐ Soc Sec No
☒ Employee Name

Telephone

Define output options NUM OVR

To calculate the “Retirement Deduction” amounts separately, a “Report by” field has been added. Select between “Payroll End Date” and “Check Date”:

- “Payroll End Date” is used to calculate Retirement Deduction amounts that are within the ending date defined in the “Month/Year” field. All paychecks dated within the first date and chronological end date of the reporting month, are reported. Next, the paychecks are used to select Employee, Employer and Gross Amounts from Deduction History for the “Retirement Deduction” range defined.
- “Check Date” is used to select the Employee, Employer and Gross Amounts from Accumulators Report for the specified “Retirement Deduction” range. In the Accumulators Report program, the “Month” specified in the “Cycle” field must match the reported “Month/Year” in this program.

To calculate the “Installment Deduction” amounts separately, a “Report by” field has been added. Select between “Included Payrolls” and “Check Date”:

- “Included Payrolls” is used to define all payrolls included from the *Incl Payrolls* side menu screen. Only paychecks defined in the *Incl Payrolls* screen are selected from the

Deduction History. Employee, Employer and Gross Amounts from the Deduction History are summed if any deductions are within the “Installment Deduction” ranges defined.

Incl Payrolls side menu screen:

Month/Year	
01	2002 JAN

Included Payrolls	
3	0120
3	0310
3	0510

- “Check Date” in the Installment Deduction section uses the “Month/Year” defined to select the Employee, Employer and Gross Amounts from Employee Accumulators from the deductions in the “Installment Deduction” ranges defined. In the Accumulators Report program, the “Month” defined in the “Cycle” field must match the reported “Month/Year” in this program.

The “Installment Deductions” field added 4 more ranges for selection. A total of five ranges can now be entered.

Note: Regardless of the “Report by” methods chosen, all Employee, Employer and Gross amounts are summed together.

mn46595 – Insurance Report Modifications

Insurance Report (prinsrpt)

Life Insurance Report (prlifein)

Life Insurance Changes Report (prlifchg)

Enhancements have been made to the Insurance programs, making them consistent with insurance deduction changes.

Insurance Report screen:

- This program now only reports health insurance. Calc Code “23” is used for health insurance but other Calc Codes can be used (i.e.: 01, 02, 03, 04) if the insurance flag is check marked in the Deduction/Benefit Master F/M. Life insurance deductions are no longer reported in this program.
- A “Premium Date” field and calendar button has been added for easy access to the date. The field is used to enter specific dates for premium rates to be reported. This field is only required when the Report Type - “R”ates Only option is selected.
- The “Report Type” is now the first field on the screen and “Month/Year” is the second. When a “Report Type” option is selected, a full description of the option now displays beside the field.
- The “Month/Year” field is only required when the Report Type - “M”onthly Amounts option is selected, as the report pulls accumulator contributions for the month.
- The “Month/Year” or “Premium Date” now displays in the title section of the report.
- A *Define* is now required before an *Output*.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

PAYROLL INSURANCE REPORT - * MUNIS 2003 New Gui Database *****

Action
Define
Exit

Report Type ☐ MONTHLY AMOUNTS
Month/Year 7 / 2003 JULY
Premium Date
☒ Detail Report
Report Order 1 ☐ EMPLOYEE NAME
☒ Active Deductions Only

Carrier to 2222
Plan to 2222
Location to 2222
Org to 22222222
Group/BU to 2222
Deduction 0 to 1000
0 to 6100

Enter desired status codes (No entry will select all)
Other ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Report Title PAYROLL INSURANCE REPORT

[Change report options.](#) NUM OVR

Life Insurance Report screen:

- Updated the report to use Calc Codes “15”, “16”, “17”, “19”, “20” and “24” to calculate insurance amounts.
- A *Define* is now required before an *Output*.

Payroll/Personnel

PAYROLL LIFE INSURANCE REPORT - *** MUNIS 2003 New Gui Database ***

Options

Define

Exit

☒ Detail Report

☐ Summary Report

☒ Active Deductions

Sort Method

☒ Name

☐ Deduction

Summarize by

☒ Bargain Unit

☐ Deduction Code

☐ Age

Effective Date 01/01/2003

Location		to	2222
Org		to	22222222
Group/BU		to	2222
Deduction	0	to	1000
	2001	to	3000

Status Codes (No entry will select all)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Report Title PAYROLL LIFE INSURANCE REPORT

Change report options

NUM OVR

Life Insurance Changes Report screen:

- This program now only reports on Calc Codes “19” and “20” insurance amounts.
- If the annual salary is over the limit, then the annual salary becomes the limit and no longer changes to “0”.
- The old data now displays at the top line of the report for each employee and the new data displays at the bottom line for each employee. New data is only printed if it’s different from the old data.
- A *Define* is now required before an *Output*.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

PAYROLL LIFE INSURANCE CHANGE REPORT - *** MUNIS 2003 New Gui Database ***

Options

Define

Output-Post

Exit

Deduction Code Range: From 1000 to 1100

Effective Date 05/01/2003

mn46605 – Help feature in “Position Control” field

Employee Job/Salary F/M (prempay)

In the “Position Control” field, the Help feature browse screen now displays more columns. Previously, only the Position and the Description columns displayed information. The Help feature browse now lists columns; Position, Description, Maximum Positions and Current Number of employees set for that Position (Active, Inactive, Pension and Benefits Only employees). These new columns provide more details for each Position.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

EMPLOYEE JOB/SALARY F/M - *** MUNIS 2003 New Gui Database ***

Exit

Emp # 5 Last JOHNSON
SSN 453-34-3435 Active Status
Job Class ADMN ADMIN
Pay Type 100 02 BASE
Position
Location 131 FINANCE
Step/Level 1
Hrs/Day 8.00
Hrs/Yr 2000.00
Days/Period 5
Factor 1.00
Group 4

Select the Help feature for the browse screen to display (below).

POSITION	DESCRIPTION	MAX	CURRENT
100	WICOUNTANT	1	7
101	FINANCE OFFICE EMP	1	0
102	FINANCE OFFICE EMPL	0	0

Re-Order Find Next 2000 Prev 2000 Select Exit

NUM OVR

mn46607 – Sort by Group Employee Name & Number

MA YTD Retirement Report (prmasyttd)

Various enhancements have been made to the program for more specific information to display in the MA YTD Retirement Report:

- Help features have been added to fields, “Location”, “Retirement Ded”, “30-Plus Ded” and “Sort Sequence” for easy access to available options.
- Two new options are now available in the “Sort Sequence” Help feature browse screen; “Group, Employee Number” and “Group, Employee Name”. The report may be sorted using these new options.
- The ability to sort and subtotal the report by Group or Location is also available. To sort, subtotals are provided for each Group and Location, and summary totals are provided for YTD Retirement Earnings, YTD Regular Retirement Deduction, YTD Additional Retirement Deductions, and combined YTD Retirement Deduction Amounts.
- The field, “Page Break on Loc or Group”, has been added. Checkmark the checkbox field to page break the report on the Location or Group.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

1	2	3	4	5	6
EMPLOYEE NUMBER	EMPLOYEE NAME	LOCATION, EMPLOYEE NUMBER	LOCATION, EMPLOYEE NAME	GROUP, EMPLOYEE NUMBER	GROUP, EMPLOYEE NAME

mn46685 – Payroll Process enhancement

Payroll Status/Start/Change (prstatus)

A new field has been added to the program, “Current EDFM Users”. The field lists the number of users currently in the Earnings/Deductions F/M program. In order to process the Final Proof or the Employee Update steps of the payroll, this count must be “0”, reflecting that no users are currently in EDFM. Similarly, once the Final Proof or the Employee Update processes have been started, users are prohibited from entering Earnings/Deductions F/M until the process is complete. This prevents payroll data from being manipulated while the final proof or update is being performed. This ensures accurate data throughout the payroll process.

A “Refresh” side menu option has also been added to update the current number of users in Earnings/Deductions F/M. Use the feature to view the progress of the payroll process without leaving the program.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

PAYROLL SETUP & RUN STATUS - * MUNIS 2003 New Gui Database *****

Action

- Start
- Change
- T/A Users
- T/A Locations
- X=Balloon
- Multi-Level
- Refresh**
- Exit

Run Type 1 **MAIN PAYROLL**

Warrant 5512

Fiscal Year 2003

Begin Date 06/07/2003

End Date 06/15/2003

Check Date 06/01/2003

☐ All Jobs Complete

0 Current EDFM Users

Comp	Required	Comp	Required
<input checked="" type="checkbox"/>	<input type="checkbox"/> Generate Earnings/Ded	<input type="checkbox"/>	<input type="checkbox"/> Print Check Register
<input type="checkbox"/>	<input type="checkbox"/> Print Balance Worksheet	<input type="checkbox"/>	<input type="checkbox"/> Deduction Mag Media
	Earnings/Deductions F/M	<input type="checkbox"/>	<input type="checkbox"/> Detail Distribution Rpt
<input type="checkbox"/>	<input checked="" type="checkbox"/> Earning/Deduction Proof	<input type="checkbox"/>	<input checked="" type="checkbox"/> G/L Distribution Journal
<input type="checkbox"/>	<input type="checkbox"/> Payroll Vendor Proc	<input type="checkbox"/>	<input type="checkbox"/> Detail State/Local Taxes
<input type="checkbox"/>	<input checked="" type="checkbox"/> Update Employee Files	<input type="checkbox"/>	<input type="checkbox"/> Deductions Rpt By Type
<input type="checkbox"/>	<input type="checkbox"/> Direct Deposit Advices	<input type="checkbox"/>	<input type="checkbox"/> Accruals Exceeded Report
<input type="checkbox"/>	<input type="checkbox"/> Direct Deposit Register	<input type="checkbox"/>	<input type="checkbox"/> A/R Register Update
<input type="checkbox"/>	<input type="checkbox"/> Direct Deposit File	<input type="checkbox"/>	<input type="checkbox"/> Deductions Not Taken
<input type="checkbox"/>	<input type="checkbox"/> Print Payroll Checks	<input type="checkbox"/>	<input type="checkbox"/> Update Remaining Salaries

1 of 1

Initiate a payroll process.

NUM OVR

mn46690 – More pay lines in C=Pay for void payrolls

Earnings/Deductions F/M (prpyrlfm)

When a void payroll is processed, a single pay record in the C=Pay side menu screen may use multiple lines because of allocations. With large allocations, the number of pays lines may exceed 30, which currently is the limit. MUNIS has increased the number of pay lines in the C=Pay screen to 60 lines for void payrolls and 30 lines for all other payrolls.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

PAYROLL EARNINGS/DEDUCTIONS FILE MAINTENANCE - *** MUNIS 2003 New Gui Database ***

Action

Detail

Scroll

Jump

Recalc Emp

H=Auto Recalc

Withholding

Extra Pay

Comment

Exit

Pay For Employee: 46 BRADY, TOM Check: 0

	Pay	Desc	Hrs/Days	Rate	Pay Amount	Org	Object	Proj/ Alloc
1	100	02 BASE	80.00	15.3024	1224.19	01310001	500000	
2	200	1.5 OT-BAS	0.00	22.9536	0.00	01310001	53200	
3	270	OT FLSA	80.00	0.0000	0.00	01310001	51010	
4	299	XTRA STRT	0.00	15.3024	0.00	01310001	51010	
5	300	VACATION	0.00	15.3024	0.00	01310001	51010	
6	351	SICK SCHL	0.00	15.3024	0.00	01310001	51010	
7	880	NON CASH	0.00	0.0000	16.11	01310001	500000	
8								
9								
0								
TOTALS:			160.00		1240.30			

1 of 50

Display other pay data for this employee.

NUM OVR

mn46789 – Enhanced Accrual Update Report

Overview: The Accrual Update Report has been updated to display additional data, which is entered from the main screen (*Define* screen).

Accrual Update (praccupd)

- The fields “Effective Date”, “Loc”, “Org”, “Group”, “Anniversary” range, and “Frequency” have been added to the page header of the Accrual Update report.
- An accrual Table column has been added to the report.
- “Org” and “Loc” fields, along with their descriptions now display in the subtotal section of the report.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

07/03/2003 15:12:52 MUNIS 2003 TEST DATABASE
ACCRUAL UPDATE REPORT

Effective Date: 01/01/2002
Loc: ALL Org: ALL Group: ALL Anniv: 0101-1231 Frequency: ALL

EMP #	NAME	ACCRUAL	TABLE	BEG BALANCE
ENDR ENDOR 01001 CC 010-111				
001119	POSITION, TEST2	BEREAVEMENT	1	- 3.60
				0.00
	Org: 01001 CC 010-111		Total	- 3.60
	Loc: ENDOR ENDOR		Total	- 3.60

The program has a new appearance making it more organized and easier to use. All fields provide the same information but are slightly repositioned for clarity.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

ACCRUAL UPDATE - *** MUNIS 2003 New Gui Database ***

Action

Define

Output-Post

Exit

Accrual Type 3 PERSONAL

Accrual Table 1 PERSONAL

☒ Update monthly on anniversary day.

Anniversary Dates 01 to 30

Location Range to ZZZZ

Org Range to ZZZZZZZZ

Group/BU Range to ZZZZ

Pay Frequency W WEEKLY

Effective Date 01/01/2003

☒ Earn accrual time based on hours paid

Period Dates 01/01/2002 to 02/01/2002

Required Hours 8.00

☒ Include period amounts in calculation

☐ Exclude employees paid from pay range

Excluded Pays 0 to 0

Define the report options NUM OVR

mn46801 – Longer field descriptions in Earnings/Deductions F/M

Earnings/Deductions F/M (prpyrlfm)

The program has been enhanced to display a long description of the pay type in the *C=Pay, Detail* screen. To access this screen, select the *C=Pay* side menu option, and then select the *Detail* option. When data is entered in the fields, a more detailed description of the code now displays beside the field.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

PAYROLL EARNINGS/DEDUCTIONS FILE MAINTENANCE - * MUNIS 2003 New Gui Database *****

Action

- Recalc Emp
- H=Auto Recalc
- Master Update
- G/L Allocation
- Exit

Emp # **1** Last **JONES** First **TOM**

Chk # **0** Gross **-1,493.74** Deductions **-715.87** Net **-777.87**

Pay Code **100** **02 BASE** Error Level **0**

Job Class **SCOT** **SCOTT'S JOB CLASS** Changed **0**

Location **HS** **HIGH SCHOOL**

Position **300**

Alloc Code

Org/Obj/Proj **01210001** **51000**

Full Time Salaries

Risk Code

Pay Category **1** **BASE PAY**

Taxable Type **T** **TAX TABLE**

Hours/Days **-40.00** Rate **18.6718** Pay Amount **-746.87**

Scheduled Hrs

Days Worked **-10.00**

Comments

1 of 2
1 of 3

Recalc current employee pay/deductions. NUM OVR

mn46855 – Sort option added to SSN field

NY Employee Ret RS2402 Rpt/Mag (prny2402)

The program can now produce the report sorted by the employee's Social Security Number. In the "Sort Order" field, enter option "1 – SSN" (all options display at the bottom toolbar of the screen for your convenience).

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

NEW YORK EMPLOYEE RETIREMENT - RS 2402 - *** MUNIS 2003 New Gui Database ***

Entity

Employer Code 1236

Employer Name SCOTT

Month/Year 12 / 2001

Report Code 10

Report Title SCOTT

Location to 2222

Org to 22222222

Sort Order 1 SSN ☒ Rollup Tiers

Output Option M MAG MEDIA FILE ONLY

Mag Media Option S STANDARD MAG MEDIA REPORT

1=SSN, 2=Registration#, 3=Employee Name.

There is no help available for this field.

NUM OVR

mn46918 – Accrual Effective Date no longer defaults

Accrual Update (praccupd)

The “Accrual Effective Date” field now displays as “Effective Date”. Also, the field no longer defaults to today’s date. A date must be manual entered to ensure accurate accrual postings.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

ACCRUAL UPDATE - *** MUNIS 2003 New Gui Database ***

Action

Define

Output-Post

Exit

Accrual Type 4 COMP

Accrual Table 1 COMP TIME

☐ Update monthly on anniversary day.

Anniversary Dates 0101 to 1201

Location Range to 2222

Org Range to 22222222

Group/BU Range to 2222

Pay Frequency W WEEKLY

Effective Date

☒ Earn accrual time based on hours paid

Period Dates 01/01/2002 to 12/31/2002

Required Hours 0.00

☒ Include period amounts in calculation

☐ Exclude employees paid from pay range

Excluded Pays to

Define the report options

NUM OVR

mn47102 – Removed date check in Employee Job/Salary F/M

Overview: The program is located under:

D) End of Period Functions

A) End of Period Processing

G) Payroll Encumbracing

5) Remaining Salary Listing

Remaining Salary Listing (prremrpt)

Previously, the program considered the “Start Date” and “End Date” from Employee Job/Salary F/M when determining which employees to include in the Remaining Salary Listing report. These dates are no longer considered now that the field “Include only active employees” has been added to the Remaining Salary Listing program.

Remaining Salary Listing screen:

The screenshot shows a window titled "REMAINING SALARY LISTING - *** MUNIS 2003 New Gui Database ***". On the left is a blue sidebar with buttons: "Action", "Define", "Seg-find", and "Exit". The main area is yellow and contains the following fields:

- Starting Date:** 07/01/2002
- Ending Date:** 06/30/2003
- Report Option:** Radio buttons for "Earnings History First" (selected) and "Employee Pay First".
- Account Option:** Radio buttons for "Full G/L accounts" (selected) and "Org/Object/Project".
- Sort Option:** Radio buttons for "G/L Account" (selected) and "Employee Name".
- Include only active employees:** A checkbox that is checked and highlighted with a red rectangle.
- Location Range:** A text box followed by "to" and "Z222".
- Org Range:** A text box followed by "to" and "Z222Z222".

At the bottom, there is a status bar with the text "Define report options." and two buttons labeled "NUM" and "OVR".

mn47130 – Enhanced CERS Monthly Report

Kentucky CERS Monthly Report (prkymagm)

- The “Employee Amount” column of the report has been updated to “Employee Ret Amt” and now only includes employee amounts entered in the “Retirement Deduction” range of the program.
- The “Insta. Payment” column of the report has been updated to “Install Payment” and now only includes employee amounts entered in the “Installment Deduction” ranges of the program.
- The “Employer Amount” column of the report has been updated to “Employer Ret Amt” and now only includes retirement amounts from the employer.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

*** MUNIS 2003 New Gui Database ***					PAGE 1
RETIREMENT CONTRIBUTION REPORT					prkymagm
123456789012345678901234567890 - 87621					
Pay Period Ending: 05/2003					
Check Date: 05/15/2003					
	Gross	Employee	Install	Employer	
	Wages	Ret Amt	Payment	Ret Amt	
ADY	0.00	0.00	492.06	0.00	
.OURS	0.00	0.00	55.24	0.00	
DERWOOD	0.00	0.00	791.33	0.00	
NES	0.00	0.00	713.52	0.00	
EW	0.00	0.00	101.59	0.00	

mn47186 – New calculation for Gross Amount column

Kentucky CERS Monthly Report (prkymagm)

The “Gross Amount” column of the report now only displays the gross amount from the “Retirement Deduction” entered in the program.

Enhancements to the PAYROLL/PERSONNEL Modules

Payroll/Personnel

CERS MONTHLY REPORT - *** MUNIS 2003 New Gui Database ***

Month/Year 05 / 2003 MAY

Retirement Deduction 1000 to 7000

Report by ☒ Payroll End Date
☐ Check Date

Installment Deduction 1000 to 7100

Report by ☒ Included Payrolls
☐ Check Date

mn47263 – Modified mag media in MI Employment Security Rpt/Mag

MI Employment Security Rpt/Mag (prmiescr)

When File Option “Internet (72 bytes)” is selected, the layout for the mag media file has been modified on the “S” record from; “Filler” in section 17-23 and “SSN” in section 24-32, to “SSN” in section 17-25 and “Filler” in section 26-32.

mn47298 – Pay Record Count in mag media “E” record

OH Police/Fire Ret Report/Mag (prohpfrs)

The “Pay Record Count” in the mag media “E” (employee) record now reflects the total number of “P” (pay) records for an employee.

mn47315 – Updated remaining pays for Base Pay types

Employee Update (prempupd)

The program has been modified so that if one base pay is updated, all other base pays with the same employee/job combination are also updated. All base pays involved must have the same amount of remaining pays. **Note:** For the base pays to be updated the encumbered flag must be set to “Y”es in Employee Job/Salary F/M and/or Employee Recurring Pay F/M.

Purchasing

mn44996 – “Bid” field located on main screen

Requisition Entry (rqentpst)

The “Bid” field has been added to the main screen for easy reference. **Note:** To modify this field, select the *Line detail* option.

REQUISITION ENTRY - *** MUNIS 2003 New Gui Database ***

Action

Detail browse

Line detail

Notes

Release

Activate

Approvers

Copy

View-Req

Add line

Exit

Dept/Loc

Fiscal Year

Req number

Gen Commodity

General Desc

Suggested Vend

Discount %

Freight %

Delivery Ref

Status

Req Amt

Entry Date

Needed by

Entered By

2nd Screen

Line

Qty

Commodity

Item/Loc/typ

Unit Price

UOM

Frgt

Dsc

Cred

Line item total

Add'l Desc

1099 Box

FA

Bid

Seq	Org	Obj	Proj	Description	Amount	Bud

Browse a list of Detail records for current requisition.

NUM

OVR

mn45209 – New option to select PO's with no dollar amounts

Purchase Orders by GL Account (poglacct)

For reporting purposes, the field “Select PO's with” has been added to the main screen (see below)

Purchase Orders by GL Account screen

PURCHASE ORDERS BY GL ACCOUNT - * MUNIS 2003 New Gui Database *****

Action

Define

By Segment

Exit

☐ Fund range to

☐ Org/Object range to

Select PO's with ☐ Open amounts ☐ No amounts

Select year ☐ Current year ☐ Next year

Department

PO selection ☐ Select Current Open on or before year/per below
☐ Select Open at end of year/per below

Thru year/period

Include which documents on the report ☐ Purchase Orders
☐ Contracts
☐ Both

☐ Include PO(s) allocated but not posted

☐ Include total open PO amount with each PO line

Define report parameters. NUM OVR

This new option may be helpful for customers when closing the fiscal year:

- If “Open amounts” is selected, the program selects all open PO’s with dollar value amounts (this is how the program automatically worked previously).
- If “No amounts” is selected, the program selects PO’s that have no dollar value amounts, and are not closed. This new option is helpful for sites that may have fully liquidated PO’s that are not closed out (through the Invoice Entry program) when processing the fiscal year.

Note: If this program is accessed through the PO Maintenance program (selecting the *Cancel by GL* option), the option *Mass Cancel* can be used to cancel (close) the selected PO’s.

mn46541 – Budget amendments created on NY journals in current year PO

Purchase Order Maintenance (pomaintn)

When Next Year journals are created on a current year purchase order, budget amendments are now created.

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